



# Update on Office of the Secretary of the District of Columbia Operating Status during COVID-19 Emergency

## What is our operating status?

The Office of the Secretary, along with the rest of District government, remains operational. We have prioritized three essential functions for the Office including: 1) Custodianship of the Mayor's signature and seal 2) Preparation of the Mayor's Executive Orders, Directives and Administrative Issuances and 3) Publication of the DC Register.

## How does this impact what we do?

- **For essential services listed above there are no changes. We are operating remotely.**
- **Notary Commissions** - we are working remotely to approve notary applications
- **DC based Embassies and the US Department of State** - we are responding to calls and email
- **Ceremonial requests** - suspended - we have suspended operations between March 16<sup>th</sup> - 31<sup>st</sup>.
- **Public Records and Archives requests** - suspended - we have suspended operations between March 16<sup>th</sup> - 31<sup>st</sup>.

## How does this impact our physical locations?

- **The Office of the Secretary of the District of Columbia's** - primary office is open by appointment to facilitate mayoral signatures only. Office hours are limited to 3-5 pm.
- **441 4<sup>th</sup> Street NW** is closed to the public between March 16<sup>th</sup> - 31<sup>st</sup>.
- **1300 Naylor Court NW** is closed to the public between March 16<sup>th</sup> - 31<sup>st</sup>.

## What else are we offering to meet your needs?

- **To find a DC notary near you**, go to <https://os.dc.gov/service/search-notary-public> search our Notary Public Map. You can type in any DC address to get contact information for registered DC notaries.
- **If you are planning a celebratory event requiring a ceremonial document** post March 31st you can request a document by following ceremonial link at <http://webforms.dc.gov/WebForm.aspx?agency=EOM&formtype=CER&type=dsf> to make a request

## What precautions are we taking to limit the spread of the coronavirus (COVID-19)?

Our employees are taking precautions to keep themselves healthy and limit the spread of infections. Employees have been asked to let their supervisor know immediately if they feel sick. All public facing offices have been closed.

## Where should you go if you have questions?

For questions about any of the services we provide and information on any future changes, please contact us at 202-727-6306 or [secretary@dc.gov](mailto:secretary@dc.gov). For more information, please visit [coronavirus.dc.gov](http://coronavirus.dc.gov).