

The Prothonotary's office will resume normal hours of operation (8am – 4:30pm) beginning Friday, May 22 2020; Passports however will not resume until Monday June 1 2020 and will be by appointment only until further notice. Please be aware passports are taking several months to process according to the Dept. of State. Entrance and exit signs are posted both outside the office doors and inside in an effort to keep the public and employees as safe as possible. We ask that all visitors please respect the employee work areas and do not venture beyond the designated visitor areas. The Prothonotary's office is asking but not requiring that all visitors use facemasks when entering the office, Plexiglas panels were installed over the counter area and the passport desk to minimize the risk of spreading any germs.

Attorney mailboxes have been move directly to the left upon entering the entrance door of the office as not to enter the employee work area. We ask that anyone retrieving mail from the boxes please do so and exit the door as quickly as possible. Drop boxes at the entrance of the Courthouse will be removed as of Friday May 22 2020.

We are pleased to proceed with the work of civil records and filings, these changes are necessary to mitigate the spread of this horrible pandemic. We ask that you please be patient and adhere to the requests above in hopes that we will soon be back to normal operations.

Thank you

Michael Rossi  
Beaver County Prothonotary