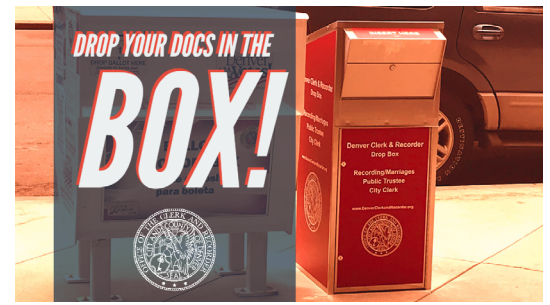


Remote, Online, and Dropbox services

Our office is open for in-person recording and marriage licenses by appointment only. However, physical distancing is still a proven way to prevent the spread of COVID-19 and we encourage our customers to do business with us through other means whenever possible. See below for information on how to obtain services from our office.

Remember:

- Documents sent via mail or package delivery can be addressed to:
Denver Clerk and Recorder
201 West Colfax Ave, Dept. 101
Denver, CO 80202
- Our dropbox is located near the Court Place entrance of the Wellington E. Webb Building.
- Items received via dropbox will be picked up within four hours of receipt, during city business hours.
- **Documents cannot be recorded via email.**
- **Cash payments are not accepted via the dropbox.**



Questions? Call us:

Public Trustee: 720-865-2633

Marriages and Recording: 720-913-4820

City Clerk/Records: 720-865-2597

I need to:	What do I do?
Record a document	Submit files via dropbox: submit your document, with a check payment for applicable fees made out to the Manager of Finance, in a single envelope. Be sure to include your contact information with your documents. eRecord documents: To learn more about submitting documents for eRecording, visit www.denvergov.org/content/denvergov/en/denver-office-of-the-clerk-and-recorder/forms.html . <i>Documents cannot be recorded via email. We can't accept payment over the phone.</i>
File a new foreclosure	Submit via email (qualified holders only): send to foreclosures@denvergov.org . File electronically: law firms with existing accounts to commence foreclosure proceedings can file those documents via their approved foreclosure portal. Send via US Postal Service, FedEx, or UPS. Submit via dropbox. <i>Call with questions.</i>
File a release of deed of trust	Submit electronically (qualified holders only): file through simplifile.com or citadelservicing.com . Send via US Postal Service, FedEx, or UPS. Submit via dropbox: check your documents to ensure you're submitting a full release packet. <i>In-person releases will not be accepted until in-person services are restored.</i>
Remit a cure payment	Submit payment via dropbox: submit certified funds (a cashier's check) via dropbox in an envelope with the purpose of the funds and your foreclosure file information written on it. Initiate a wire transfer: for instructions on initiating a wire transfer, visit www.denvergov.org/content/denvergov/en/denver-office-of-the-clerk-and-recorder/forms.html .
Remit a sale deposit or payment	Initiate a wire transfer: for instructions for making payment via wire transfer, visit denver.realforeclose.com . Submit payment via dropbox: submit certified funds (cashier's check) in an envelope with the payment's intended purpose, your name or company name, and your bidder number on the outside of the envelope.
Submit an intent to cure	Send via US Postal Service, FedEx, or UPS. Send via email: to foreclosures@denvergov.org . Submit via dropbox: include foreclosure file information on the envelope. <i>All intents to cure submitted during the suspension must be notarized.</i>
File an Intent to Redeem	Send via US Postal Service, FedEx, or UPS. Send via email: Qualified Holders may file electronically through a combination of email and wire transfer. For instructions on initiating a wire transfer, visit www.denvergov.org/content/denvergov/en/denver-office-of-the-clerk-and-recorder/forms.html . Submit via dropbox: be sure to deposit the entire Intent to Redeem package, including the filing fee, in a single envelope. Indicate the intended purpose of the funds, and your foreclosure file information, on the outside of the envelope. Note: The dropbox slot is small. Consider sending Intents to Redeem via another method. <i>The full intent to redeem with all backup documentation and the payment must be received by our office prior to the deadline.</i>
Remit a redemption payment	Submit payment via dropbox: submit certified funds (a cashier's check) and include the payment's intended purpose and your foreclosure file information on the outside of the envelope. Initiate a wire transfer: for instructions on initiating a wire transfer, visit www.denvergov.org/content/denvergov/en/denver-office-of-the-clerk-and-recorder/forms.html .
Initiate a new marriage license application	An in-person oath is required to obtain a Colorado marriage license. For full details, forms, and payment information for marriage license applications, visit denvergov.org/marriages .
Submit a completed, signed marriage license	Submit via dropbox: your original copy will be mailed back to you via US Postal Service.