



BERRIEN COUNTY SHERIFF'S OFFICE

919 PORT STREET, ST. JOSEPH, MICHIGAN 49085-1184
PHONE: (269) 983-7111 • FAX: (269) 983-9956
WWW.BCSHERIFF.ORG

L. PAUL BAILEY
SHERIFF

CHARLES E. HEIT
UNDERSHERIFF

ROBERT BOYCE
CHIEF DEPUTY

PRESS RELEASE

St Joseph Records Lobby opens by appointments only

The Berrien County Sheriff's Office Records Lobby, located at 919 Port Street, St Joseph MI 49085 will open **BY APPOINTMENT ONLY** starting on **February 1, 2021**. Individuals will be able to make an appointment for the following services:

- Firearms Purchase Permits
- Sex Offender Registry for those who need verify that month
- Fingerprinting

The Berrien County Sheriff's Office in Niles will remain closed to the public and all appointments will be handled at the St Joseph Office.

To schedule an appointment you can call or e-mail our Records Unit:

Call: (269) 983-7141 ext. 7211
E-mail: sheriffrecords@berriencounty.org

- *If you are requesting an appointment via e-mail please state the reason for the appointment and provide a contact phone number.*

Available appointment times:

Monday thru Friday from 9:00 AM until 4:00 PM

Prior to being admitted into the building you will be required to do the following:

- Answer some COVID-19 screening questions
- Have your temperature taken
- Wear a mask while inside the building

No walk-ins will be accepted. If you come without an appointment, you will be turned away until you schedule one.