



Contact: Alan J. Davis
County Administrator

FOR IMMEDIATE RELEASE

Telephone: 304-267-5102

Date: May 8, 2019

Effective Monday, May 6, 2019 the Berkeley County Fiduciary/Probate Office has been relocated to the Berkeley County Office Complex located within the Dunn Building, 400 West Stephen Street, First Floor, Suite 108, Martinsburg, West Virginia. A handicap entrance is accessible from the Raleigh Street parking lot near the water tower.

Clients in need of bonding should assure that their bond person first appears with Photo ID in the County Clerk's Office at 100 West King Street to obtain the "Justification of Surety" document (cost \$2.50). If purchasing corporate surety Letters of Administration cannot be issued until proof of bond is provided.

If there are any questions or concerns with regard to the new office location, please do not hesitate to contact the Fiduciary/Probate Office at 304-267-3001.