

# CITY CLERK DEPARTMENT

## CITY OF OTHELLO

500 E MAIN STREET, OTHELLO, WA 99344

City Hall 509.488.5686

WWW.OTHELLOWA.GOV



Due to the recent and rapidly changing guidelines from the CDC regarding COVID-19, the following procedures will be implemented for the City Clerk Department and their handling of utility payments, records requests, business licenses, and other permits:

### Utility Bills:

1. You may pay your utility bill in the following manner:
  - A. Online at [xpressbillypay.com](http://xpressbillypay.com) (preferred method)
  - B. Mail your payment to 500 E. Main St. Othello, WA 99344
  - C. Drop off your payment at the Drop Box in front of City Hall
  - D. Call City Hall at 509-488-5686 to pay by phone

**Important: Please be sure to include your name, account number, and address with your payment by mail or drop box.**

### Records Requests:

2. All records requests must be made in the following manner:
  - A. By email to [records@othellowa.gov](mailto:records@othellowa.gov)
  - B. Mail your request to 500 E. Main St. Othello, WA 99344
  - C. Call City Hall at 509-488-5686 (phone call requests can only be made Monday-Friday 8:00am to 5:00pm)

**If mailing your request, you must fill out a records request form which could be found at [othellowa.gov](http://othellowa.gov). Click on Departments>City Clerk>Public Records Request**

### Business Licenses:

3. To apply or renew for a City Business license go to [bls.dor.wa.gov](http://bls.dor.wa.gov) if you have any questions call 1-800-451-7985

Temporary closure will continue until further notice. Thank you for your patience and understanding. The City Clerk can be reached by email at [tmorelos@othellowa.gov](mailto:tmorelos@othellowa.gov) and the Deputy City Clerk at [yhernandez@othellowa.gov](mailto:yhernandez@othellowa.gov).