

**DIRECTORY OF DEPARTMENTAL DUTIES AND FREQUENTLY USED TELEPHONE NUMBERS**

Animal Control	589-8211	
Building Inspections	591-1935	Fax 591-1936
Circuit Court	591-1970	Fax 591-1971
Commissioner of the Revenue	591-1940	Fax 591-1941
Commonwealth's Attorney	591-1985	Fax 591-1986
Convenience Center	842-3198	(Closed Monday, Wednesday, Friday & Sunday)
County Administration	591-1910	Fax 591-1911
County Planner	591-1910	Fax 591-1911
Court Services Unit (Juvenile Probation/Intake)	591-1990	Fax 591-1991
General District & Juvenile & Domestic Relations Court	591-1980	Fax 591-1981
Finance	591-1930	Fax 591-1931
Health Department	591-1960	Fax 591-1961
Environmental Health	591-1965	Fax 591-1966
Parks & Recreation	842-3150	Fax 842-1015
Public Library	589-1400	
Public Works	591-1925	Fax 591-1924
Registrar	589-3593	Fax 589-6383
Sheriff	589-8211	Fax 589-6594
Social Services	842-8221	Fax 842-2776
Treasurer	591-1945	Fax 591-1946
Virginia Cooperative Extension	591-1950	Fax 591-1951

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Address – existing structure – Sheriff’s Office (589-8211)  
 Address – new structure -- Building Inspections (591-1935)  
 Address – property without buildings – No address issued  
 Adoption – Social Services  
 Adoptions – Circuit Court  
 Adult Protective Services – Social Services (after 5 PM and on weekends/holidays, can be directed to the Sheriff’s Department who will page the worker on duty)  
 Adult Services – Social Services  
 Animal Control (589-8211)  
 Annulments -Circuit Court  
 Aqua Virginia (Lake Monticello - 589-8264)  
 Assessments – Commissioner of the Revenue  
 Auxiliary Grants – Social Services  
 BPOL Tax – Not collected in Fluvanna  
 Building Permits – Buildings Inspections  
 Business License – Not required in Fluvanna  
 Census Data for County – “Fluvanna by the Numbers” handout available from County Administration  
 Child Day Care Services – Social Services  
 Child Protective Services – Social Services (After 5 PM and weekends/holidays, can be directed to the Sheriff’s Department who will page the worker on duty)  
 County web page: [www.fluvannacounty.org](http://www.fluvannacounty.org)

Chamber of Commerce (589-3262)  
Child Support – Juvenile & Domestic Relations Court  
Church Trustees – Circuit Court  
Commissioner of Accounts (Barbara W. Goshorn, 589-2694)  
Commissioners in Marriage – Circuit Court  
Concealed Weapons Permit – Clerk of Circuit Court  
Convenience Center (842-3198) (Closed Monday, Wednesday, Friday & Sunday)  
Court Costs – Circuit Court/General District Court  
Criminal – General District /Juvenile & Domestic/Circuit Court  
Custody Petitions – Court Services Unit  
Death Certificates – Health Department  
Decal for automobile – Treasurer’s Office  
Deeds – Circuit Court  
Delinquent Taxes - Treasurer  
Divorces – Circuit Court  
Dog Tags - Treasurer  
Dog Warden – Game Warden - contacted through Sheriff’s Office  
Emergency Assistance to Needy Families with Children – Social Services  
Energy Assistance (Heating & Cooling assistance) – Social Services  
Expungements – Circuit Court  
Family Based Services – Social Services  
FAMIS (health insurance for children) – Social Services  
Felony Cases – Circuit Court  
Fictitious Names – Circuit Court  
Financing Statements (UCC's) – Circuit Court  
Firearms, gun permit – Clerk of Circuit Court  
Food Stamps – Social Services  
Forestry (804-556-3145)  
Foster Care – Social Services  
Garnishments – General District Court/Circuit Court  
Genealogy – Circuit Court  
General Relief Assistance – Social Services  
Handgun Permits – Circuit Court.  
Historical Society (Marvin Moss, President 589-4839)  
Human Resource Directory – County web page [www.fluvannacounty.org](http://www.fluvannacounty.org)  
Indictments – Circuit Court  
Judgments – Circuit Court  
Jury Service – Circuit Court  
Justice of the Peace (none, called Commissioners in Marriage) – Circuit Court  
Lake Monticello Owners' Association (589-8263)  
Lake Monticello Police (589-3215)  
Land Records – Circuit Court  
Land Use – Commissioner of the Revenue  
Library (589-1400)  
Liens, recorded – Circuit Court  
Magistrates – Sheriff  
Map of County – Available in the County Administration Office and local businesses  
Marriage Licenses – Circuit Court  
Medicaid – Social Services  
Misdemeanor Appeals – Circuit Court  
Motions for Judgment – Circuit Court

Names Changes – Circuit Court  
Notary Applications – Circuit Court  
Passports – Circuit Court  
Payroll – Finance  
Personal Property Taxes – Treasurer  
Plats & Surveys, recorded – Circuit Court  
Plats, approval for recordation – County Planner  
Post Office (589-2354)  
Recordation Fees – Circuit Court  
Refugee Resettlement Program – Social Services  
School Board (589-8208)  
Septic Permits – Environmental Health Department  
Setbacks – Planning Department  
Site Plan – Planning Department  
Small Claims Court – General District Court  
Special Use Permit – Planning Department  
State-Local Hospitalization – Social Services  
Taxes – Treasurer  
Tax Maps – Circuit Court/Commissioner of the Revenue  
Temporary Assistance to Needy Families (TANF) – Social Services  
Traffic Appeals – Circuit Court  
Traffic Court – General District Court  
Traffic Tickets – General District Court  
Trust Funds – Circuit Court  
VDOT - Jim Goodale (589-2358)  
    Front Desk (589-1013)  
Victim Witness Coordinator – Commonwealth's Attorney  
VIEW (VA. Initiative for Employment, not Welfare) – Social Services  
Visitation Petitions – Court Services Unit  
Voter Registration – Registrar  
Warrants in Debt – General District Court  
Wills and Probate – Circuit Court  
Zoning – County Planner