

**Netherlands Law Center  
Brunssum**



**Measures in place:**

- 1) **By Appointment only, i.e. Notary/POA, and No walk-in services; All Staff/customers/clients must be wearing a mask**
- 2) **BLDG Access SOP and acknowledgement of LAO policies/procedures memo**
- 3) **Non-appointment customers -- established call-in signs preventing walk-in traffic and document pick up check-in desk. Also, available handout/worksheet library for customer pick-up**
- 4) **Appointment customers -- Foot traffic control for entering/exiting building, call-in/check-in upon arrival (no waiting room), hand washing and sanitizing station, drop box for "Acknowledgement of procedures memo"**
- 5) **Approved appointments must bring own pen, documents, and signed "Acknowledgement of LAO Policies/Procedures memo"**
- 6) **Establish outdoor Notary sign/pick-up station**
- 7) **No in-person appointments for separate legal services until further guidance on number of persons in a DOD/SHAPE office (I.E. services requiring witnesses)**

**Contact**

**Commercial:  
045 5340182**

**DSN:  
597 4182**

**Schedule**

**Monday, Tuesday,  
Wednesday and Friday:  
9 a.m. to 12: a.m. and 1  
p.m. to 4 p.m.  
Thursday: 1 p.m. to 4 p.m  
By appointment only**