PASSAIC COUNTY CLERK'S OFFICE
COVID-19 RESPONSE UPDATE

August 2021

In an abundance of caution regarding the COVID-19 public health crisis, all Passaic County Clerk's Offices closed on March 18, 2020. On August 17, 2020, our offices opened by appointment only. **As of August 2021, our offices are open to the public. All other COVID-19 safety protocols will remain in effect for both employees and the public.** When coming to our office you can expect frequently disinfected surfaces, social distancing, mask or face covering requirements, and protective glass between customers and County Clerk's Office employees. For those that prefer an appointment, please visit our website, www.PassaicCountyClerk.org, and book your appointment using our online scheduling tool.

COUNTY CLERK'S ELECTIONS DIVISION

- Vote-by-Mail applications may be mailed to or dropped off at:

Passaic County Clerk, Elections Division
401 Grand Street, Room 130
Paterson, New Jersey 07505

Please direct questions to (973) 881-4127 Monday through Friday, 8:30 a.m. to 4 p.m. or email: CountyClerkElections@passaiccountynj.org.

COUNTY CLERK'S REGISTRY DIVISION

- E-Recording services will continue; information and fee schedules can be found at: http://www.passaiccountynj.org/government/elected_and_appointed_officials/passaic_county_clerk/e-recording.php.
- Recordable documents may also be **mailed, or hand delivered** to:

Passaic County Clerk, Registry Division
401 Grand Street, Room 113
Paterson, New Jersey 07505

Please direct questions to (973) 881-4777 or email: PassaicCountyClerk@passaiccountynj.org.

COUNTY CLERK'S VAULT & MAP ROOM (77 HAMILTON STREET, PATERSON)

- The Vault and Map Room are open. Please call (973) 881-4785 with any questions.
- Deeds and mortgages dating back to 1989 and all other documents dating back to 2000, are available to be searched and viewed online, free of charge, by visiting http://records.passaiccountynj.org/press/indexPassaic.aspx.

COUNTY CLERK'S BUSINESS TRADE NAME, NOTARY PUBLIC, VETERAN ID CARDS AND PASSPORTS SERVICES

- Business Trade Names can be processed **in person or via mail**. Specific information regarding the documents required, fees and who to make the money order payable to, can be found at our website, www.passaiccountyclerk.org. Documents and money orders can be mailed to:

  Passaic County Clerk
  Attention: Business Division
  401 Grand Street, Room 130
  Paterson, New Jersey 07505

- Notary Certifications can be processed **in person or via mail**. Please call (973) 225-3690 in advance to confirm the individual that notarized your document is a Passaic County Notary.
- Notary Oaths must be conducted in-person. Please call (973) 225-3690 to confirm your commission number.
- Filing a DD214 and processing Veteran ID Cards are conducted **in-person**.
- Our office is processing Passports, in-person. Please be sure to bring all documents, applications, money orders or checks and cash needed for this process. Applications are available to download and print on our website, www.passaiccountyclerk.org. **All applications must be neat and complete upon arrival. Use black ink only and do not use white out.**
  - PLEASE NOTE: The State Department is processing passports, but all **passport services are experiencing significant delays. Expedited passports are taking 12 weeks to process while routine passports are taking 18 weeks to process.** The State Department will hold your original supporting documents until they finish processing your passport. Please keep this in mind when you make the decision to come to our office for passport services.

COUNTY CLERK'S WANAQUE SATELLITE OFFICE

- The County Clerk's Satellite Office, 1237 Ringwood Avenue, Wanaque (Haskell), New Jersey 07465, is open for all services

COUNTY CLERK'S OUTREACH EVENTS

- The County Clerk's Outreach Events remain suspended until further notice.

Please remember masks or face coverings are required to enter the County Clerk's Office. Clerk Danielle Ireland-Imhof and her staff continue to encourage everyone to practice proper hygiene habits that medical professionals recommend, and we look forward to safely serving you.