



# PASSAIC COUNTY CLERK'S OFFICE COVID-19 RESPONSE UPDATE

August 10, 2020

In an abundance of caution regarding the ongoing COVID-19 public health crisis, all Passaic County Clerk's Offices closed on March 18, 2020. **As of August 17, 2020, our offices are open, by appointment only.** 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. As we remain committed to serving you during these unprecedented times, we thank you for your cooperation and understanding. The updated information below outlines our current available services.

## COUNTY CLERK'S ELECTIONS DIVISION

- Vote-by-Mail applications may be **mailed** to:

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 4:30 p.m. or email: [CountyClerkElections@passaiccountynj.org](mailto: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](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

Hand delivered documents must be in sealed envelopes and left in the Drop-Off Basket located in the lobby of Room 113 of 401 Grand Street, Paterson, New Jersey 07505. Please direct questions to (973) 881-4777 or email: [PassaicCountyClerk@passaiccountynj.org](mailto:PassaicCountyClerk@passaiccountynj.org).

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

- The Vault and Map Room have opened up, with limitations, **by appointment only**. Please call (973) 881-4785 for specific requirements and to schedule an appointment.
- 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 by appointment only 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](http://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 by appointment only or via mail**. For more information regarding this process call (973) 225-3690.
- Notary Oaths are now being conducted **by appointment only**. Please call (973) 225-3690 for specific requirements and to schedule an appointment.
  - On July 31, 2020 Governor Murphy signed Executive Order No. 170, giving an extension to notaries whose commission has expired during the COVID-19 Public Health Emergency. **If your notary commission has expired after January 1, 2020, please contact our office at (973) 225-3690 to schedule your notary oath appointment.**
- Filing a DD214 and processing Veteran ID Cards can be conducted **by appointment only**. To schedule an appointment call (973) 225-3690.
- Our office will begin processing Passports, **by appointment only**. 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](http://www.passaiccountyclerk.org). **All applications must be neat and complete upon arrival. Use black ink only and do not use white out.** Please call (973) 225-3690 for specific requirements and to schedule an appointment.
  - **PLEASE NOTE:** the State Department is currently processing Life or Death emergency passports only. **Expedited services are temporarily suspended. All other passport services are experiencing significant delays.** Additionally, the State Department will hold your original supporting documents

until they finish processing your passport. **Our office has no way of knowing how long it will take to receive 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, will be open for all services **by appointment only**. As of August 17, 2020 you may call (973) 513-9900 for specific requirements and to schedule an appointment.

#### **COUNTY CLERK'S OUTREACH EVENTS**

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

While continuing to work together to combat COVID-19, the health, safety and welfare of Passaic County's residents, business community and of the employees of the County Clerk's Office remains a priority. 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 serving you, safely.