



# PASSAIC COUNTY CLERK'S OFFICE

## COVID-19 RESPONSE UPDATE

January 2022

In an abundance of caution regarding the COVID-19 public health crisis, all Passaic County Clerk's Offices moved to an appointment only status, effective December 20, 2021. **As of January 2022, our offices remain open, by appointment only.** Appointments can be scheduled online by visiting our website, [www.passaiccountyclerk.org](http://www.passaiccountyclerk.org). All 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. As we remain committed to serving you, 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 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 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 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**. 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 by appointment only**. Please call (973) 225-3690 to confirm your commission number.
- Filing a DD214 and processing Veteran ID Cards are conducted **in-person by appointment only**.
- Our office is processing Passports, **in-person 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 NOTE:** The State Department is processing passports, but all **passport services are experiencing delays. Expedited passports are taking up to 7 weeks to process while routine passports are taking up to 11 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. **Additionally, if you arrive for your appointment without all the necessary documents or fees, or you are unprepared, you will need to reschedule your appointment for a later date.**

### 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 **by appointment only**.

### COUNTY CLERK'S OUTREACH EVENTS

- The County Clerk's Outreach Events 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 safely serving you.