



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

July 16, 2020

Out of 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 July 16, 2020, our offices still remain closed to the public, with specific limitations, until further notice. Please review the updated information below regarding our available services at this time.

## **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 contact our office at (973) 881-4127 Monday through Friday, 8:30 a.m. to 4:30 p.m. with any questions. You may also email: [CountyClerkElections@passaiccountynj.org](mailto:CountyClerkElections@passaiccountynj.org).

## **COUNTY CLERK'S REGISTRY DIVISION**

- E-Recording services will continue. E-Recording 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 via email to: [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 and **by appointment only**. Please contact our office at (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 for free of charge by visiting <http://records.passaiccountynj.org/press/indexPassaic.aspx>.

#### **COUNTY CLERK'S PASSPORTS AND VETERAN ID CARDS SERVICES**

- The processing of these services still remain temporarily suspended.

#### **COUNTY CLERK'S NOTARY PUBLIC AND BUSINESS TRADE NAME SERVICES**

- Our office can process Business Trade Names **via mail**. For specific information regarding the documents required, fees and who to make the money order payable to, please visit our website, [www.passaiccountyclerk.org](http://www.passaiccountyclerk.org). Please mail your documents and your money order to:

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

- Our office can process Notary Certification **in person, by appointment only or via mail**. For more information regarding this process, please contact our office at (973) 225-3690.
- Notary Oaths are now being conducted in both our Paterson Office, 401 Grand Street, Room 130, Paterson, New Jersey 07505 and our Wanaque Satellite Office, 1237 Ringwood Avenue, Wanaque (Haskell), New Jersey 07465, **by appointment only**. Please contact our office at (973) 225-3690 for specific requirements and to schedule an appointment.

#### **COUNTY CLERK'S WANAQUE SATELLITE OFFICE**

- The County Clerk's Satellite Office at 1237 Ringwood Avenue, Wanaque (Haskell), New Jersey 07465 will remain closed to the public until further notice, for all services except for scheduled Notary Oath appointments.

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

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

We thank you for your cooperation and understanding as we remain committed to serving you during these unprecedented times. The health, safety and welfare of Passaic County's residents, the Passaic County business community and of the employees of the County Clerk's Office remains a priority as we continue to work together to combat COVID-19. As the need arises, updates will be announced at [www.passaiccountyclerk.org](http://www.passaiccountyclerk.org). 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 in the near future.