

COUNTY CLERK EXPANDS OUTREACH SITES AND SERVICES

Paterson, NJ – Kristin M. Corrado is pleased to announce Passaic County Clerk’s Office Outreach schedule for the month of December, 2013. As a service to Passaic County residents, the County Clerk’s Office schedules Saturday and evening hours to conduct business in municipalities throughout Passaic County. During the Outreach times, we process Passports and Notary Oaths.

To apply for a passport, all applicants must have BOTH parents’ names on their birth certificate regardless of age. Applicants must also have a Social Security Number. Children 15 years of age or younger must appear with both parents. Children 16 years of age or older may appear with only 1 parent.

In addition to this requirement, certified copies of birth certificates must also include the following information to be considered acceptable primary evidence of U.S. citizenship:

- Full name of applicant
- Date of birth
- Place of birth
- Raised, embossed, impressed or multicolored seal of issuing authority
- Registrar’s signature
- The date the certificate was filed with the registrar’s office

The passport fee for an adult (16 years of age or older) is \$110.00 and \$80.00 for children. Only checks or money orders payable to the U.S. Department of State will be accepted. There is also a \$25.00 transaction fee for each application payable to the Passaic County Clerk in cash or money order. For more information regarding expedited services, please call the County Clerk’s Office at 973-225-3690.

Notaries have 90 days from the date of issuance of their Notary Commission to be sworn in as a Notary Public. There is a \$15.00 fee for being sworn in payable in cash, check or money order payable to Passaic County Clerk.

If you would like to schedule an Outreach event at your place of business or have any questions, please contact our office at 973-225-3690. We will be happy to set up a date and time.

DECEMBER 2013 SCHEDULE		
TUESDAY, DECEMBER 3RD	HILLCREST COMMUNITY CENTER 1810 MACOPIN ROAD WEST MILFORD, NEW JERSEY 07480	5:00 PM – 7:00 PM
THURSDAY, DECEMBER 12TH	PASSAIC COUNTY CLERK’S SATELLITE OFFICE 1237 RINGWOOD AVENUE HASKELL (WANAQUE), NEW JERSEY 07420	5:00 PM – 7:00 PM
FRIDAY, DECEMBER 13TH	DEPARTMENT OF VETERANS’ AFFAIRS 930 RIVERVIEW DRIVE, SUITE 200 TOTOWA, NEW JERSEY 07512 AFTER ENTERING THE PARKING LOT, TURN RIGHT. AT THE END OF THE BUILDING TURN LEFT INTO PARKING AREA. SENIOR SERVICES IS LOCATED IN THE LEFT PORTION OF THIS PART OF THE COMPLEX.	10:00 AM – 12:00 PM
TUESDAY, DECEMBER 17TH	PASSAIC CITY HALL 330 PASSAIC STREET PASSAIC, NEW JERSEY 07055	5:00 PM – 7:00 PM
MONDAY, DECEMBER 30TH	TOTOWA PUBLIC LIBRARY 537 TOTOWA ROAD AT CHERBA PLACE TOTOWA, NEW JERSEY 07512	10:30 AM – 2:30 PM