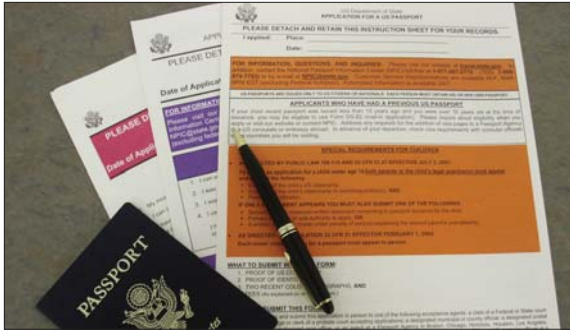


Passport Services



As a convenience to its citizenry, the Clerk's Office processes US Passport Applications. Persons already possessing a US passport, but whose passport has expired less than five years, may renew their passport through the mail at a reduced cost as long as they were 16 or older when they applied for that passport. Persons applying for a passport for the first time must apply in person, no matter what their age.

To obtain a passport, the following proof of citizenship must be presented:

- Old passport, if any, is most preferred.; *otherwise*,
- Birth certificate issued by Vital Statistics with a raised seal, or a naturalization certificate
- A valid driver's license
- An employment or student picture ID card
- Social Security Card
- Two recent professional 2-inch by 2-inch color photos (our office takes photos at \$10 ea. cash)

General Passport Information

Adult passports are valid for 10 years, children's for five years. Passports are mailed directly to the applicant's home within four to six weeks. As fees are subject to change, please call our office for current passport fees. For more information on passports, you also can visit the US Department of State's Web site at: www.travel.state.gov.

County Identification Card

Available to Sussex County residents only, County ID cards may be obtained from the Clerk's Office for a fee of \$20 (payable in cash or money order). Applicants must apply in person and provide the following information:

US Citizens:

- Valid NJ driver's license
- Social Security Card
- Proof of address (e.g., utility bill, government mail)
- Original birth certificate with raised seal

Non-Citizens also must provide:

- Foreign passport (in lieu of birth certificate)
- Alien registration with expiration date (current)



Photos for IDs are taken on-site upon submission of the ID application; applicants should refrain from wearing headgear or apparel that covers the face in any way. The actual ID card will be available within 15 minutes of application.

NOTE TO SENIORS: *The Sussex County Sheriff's Dept. makes IDs available for county seniors at no cost.*

Veterans Services

Military Discharges

Honorable discharges from the military, Form DD-214, which were filed with the County Clerk, are available to Veterans upon request.

Veterans Peddlers Licenses

Veterans residing in Sussex County may apply for a Veterans Peddlers License with our office.

Business Trade Names

All new businesses established in Sussex County must file a Trade Name with the County Clerk's Office. Incorporations, LLCs, and non-profit organizations, however, file with the State of New Jersey, not the County. Applications for Trade Names are available in our office or via our Web site (www.sussexcountyclerk.com).

Prior to opening a Trade Name, business owners should search our database of businesses to ensure the name under which they wish to conduct their business is not already being used by another existing company. Searches can be done in our office or remotely via the Internet by visiting our Web site and clicking on the **AmCad** on our homepage. Conduct a search of "Fictitious Names" to see if your desired name is available.

Notary Public

Individuals who wish to become a Notary Public may seek the assistance of the County Clerk for the application process. Applications are available at the Clerk's Office or via our Web site by clicking on "Notary Oath Services" and following the link provided.

Applicants are required to complete an application form, which they must forward to one of their legislators for his/her signature, together with a check for \$25 (made payable to Treasurer, State of NJ) and a stamped envelope addressed to the Dept. of Treasury, Notary Public Section, PO Box 452, Trenton, NJ 08625. Upon signing the application, the legislator will forward the application to the State for processing.

Once the applicant receives the notice of commission from the State, he/she should come into the Clerk's Office to be sworn in (this must be done within three months of issuance, or the commission expires). There is a \$15 filing fee due to the Clerk upon taking of the oath.



Sussex County Clerk's Office
Hall of Records

Service Access Guide

Erma Gormley, County Clerk

Hours of Operation:

Mondays, 8 a.m. - 6 p.m.

Tuesday through Friday, 8 a.m. - 4 p.m.

County of Sussex
Hall of Records
83 Spring St., Suite 304
Newton, NJ 07860

phone: 973-579-0900
fax: 973-383-7493
email: scclerk@nac.net
www.sussexcountyclerk.com



Erma Gormley
County Clerk

Dear Citizen:

Since the Clerk's office first was instituted in New Jersey, back as early as 1676, it has served the public in acting as "Keeper of the Records." The Clerk's office continues that tradition today with the recordation and archival of all land transactions within the county, but the office also offers a broad range of other public services.

This Service Access Guide is intended to acquaint you with those services available today at your Sussex County Clerk's Office.

Upon review of the guide, if you require additional information on a particular topic or about an area of county government not contained in our guide, please feel free to contact my office at 973-579-0900.

Thank you,

Erma Gormley
Erma Gormley
Sussex County Clerk

Recording Services

The County Clerk's Office records and maintains all real property ownership transactions and/or transfers within the county, including mortgages, deeds, and liens, as well as all documents pertaining to such. Documents for recording are received by mail, in person over the counter, and/or electronically, with all documents processed in the order in which they are received.

Once a document has been recorded (i.e., assigned a docket number, book and page), it is digitally imaged for immediate viewing in our Records

Room or remotely via the

Internet. Electronic

records are available

from 1950 forward,

with older docu-

ments available in

our Records Room

in paper form..



Our Records Room, situated on the lower level, contains state-of-the-art equipment and software, with several public-use computer terminals that make it fast and easy to search electronic records within a windows-based environment. A clerk also is available to assist with any technical or printing needs. Please call our office if information is required on recording fees, or visit us at www.sussexcountyclerk.com.

Maps

Subdivision and Wetland Maps

Subdivision Maps filed with the County Clerk's Office and Wetlands Delineation Maps prepared by the New Jersey Department of Environmental Protection are available for inspection (certain maps also are available online. Maps are stored in the Clerk's Records Room, on the lower level.

Election Services

Voting is your right and privilege, one which allows you to help choose those candidates whom you feel will best represent you and your community.

The County Clerk's Office and the County Board of Elections share election services. Among the County Clerk's election responsibilities are the design of the ballot and management of the Vote by Mail voting process.

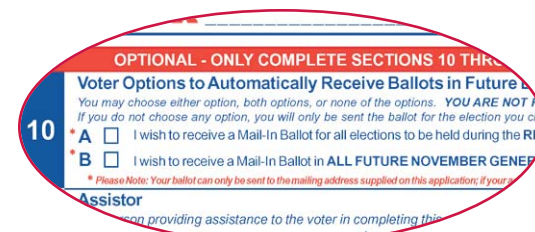
If you are registered to vote in Sussex County, you may vote early by mail — you need only complete a [Vote by Mail Application for Mail-In Ballot](#).

Voting by Mail – Domestic

You may apply for a Mail-In ballot in one of two ways — (1) by **written** application to our office (application must be received no later than seven days prior to election day) or (2) **in person**, up to 3 p.m. the day before the election. In either case, you must complete a [Vote by Mail Application for Mail-In Ballot](#), which you can obtain in our office or from our Web site (www.sussexcountyclerk.com).

Voting by Mail the Entire Calendar Year

If you want to vote by mail in all of the elections to be held in a single calendar year, you should check Box "A" in Section 10 of your Mail-In application .



Voting Absentee in all General Elections

As another option in Section 10 of your application, you may check Box "B" if you want to automatically receive a mail-in ballot for all future General Elections.

Military & Overseas Voting by Mail

A **Mail-In Ballot** may be requested by members of the Armed Forces, Merchant Marines, spouses and dependents of military personnel, and by any qualified overseas voter.

Military applicants serving domestically may request a mail-in ballot by completing the standard **Vote By Mail Application for Mail-In Ballot**. Military serving overseas and other qualified overseas voters should obtain and complete a mail-in ballot application online at www.fvap.org.

Military voters serving overseas also should note that they are permitted to request and vote their ballots by **fax** or **email**, as long as they complete the necessary documentation and submit their original application and voted ballot via regular mail.

Candidate Petitions

Candidate nominating petitions for all County Offices (Freeholder, County Clerk, Sheriff and Surrogate), as well as Independent candidate petitions, are available at the County Clerk's Office. Petitions for municipal council/committee positions and for party county committee are obtainable from the candidate's municipal clerk or on the Web at: www.sussexcountyclerk.com.

Election Information

Voter Lists & Campaign Reports

The County Clerk's Office maintains voter registration lists, as well as Campaign Expenditure Reports and Financial Disclosure Statements for public inspection. Please call us with your questions on election procedure.

Election Results

Following final tabulation of votes for any election in the county, results are posted to our Web site.