

RECORDS ROOM (VAULT)

A copy of every deed and mortgage recorded in this County since 1837 is on file in our Records Room. These records are available for use by the general public. In addition to deeds & mortgages and their related documents, you will also find Liens, Foreclosures, Cancellations, Honorable Discharges, Trade Name Certificates and Maps of minor and major subdivisions.

RECORDING PROCEDURES:

All instruments must be in English and properly acknowledged.

All signatures must be original with the name printed or typed underneath.

All instruments must be legible or will be returned.

Prepared by - All deeds must contain the words "Prepared by" followed by the name and signature of the person who has drafted the instrument on the first page.

Deeds must indicate Tax Block and Lot and Consideration.

Record and Return Addresses are required on all recorded documents. A self addressed stamped envelope for each document will help facilitate the process.

Re-Recording - any document which needs to be recorded should state reason for recording.

Cancellation of Mortgage - The original recording mortgage must be presented properly endorsed for cancellation.



Please make all checks payable to:
Passaic County Clerk

LOCATION

COUNTY CLERK

Passaic County Administration Building
401 Grand Street, 1st Floor - Room 130
Paterson, NJ 07505



REGISTRY DIVISION

Passaic County Administration Building
401 Grand Street, 1st Floor - Room 113
Paterson, NJ 07505



REGISTRY VAULT & MAP ROOM

77 Hamilton, Basement
Paterson, NJ 07505

HOURS
PUBLIC SERVICE COUNTERS
County Clerk
Monday - Friday 8:30AM - 4:30PM
.....
Registry Division
Monday - Friday 8:30AM - 4:30PM

<u>PASSPORTS</u>
Monday - Friday..... 8:30AM - 4:15PM
Satellite Evening Sites.... (973) 225-3632

TELEPHONE NUMBERS

County Clerk.....(973) 225-3632
Registry Division.....(973) 881-4777
Registry Vault.....(973) 881-4785
Map Room.....(973) 881-4791

**PASSAIC COUNTY
CLERK'S OFFICE**

Record Keepers Since 1837

**AMENDED
STATEMENT OF
FEES**



Kristin M. Corrado, Esq.
County Clerk

CERTIFICATE OF INCORPORATION:.....\$25.00

Religious, Insurance or Banking ONLY others
filed with the Secretary of State
Certificate of True Copy.....\$ 5.00

CERTIFIED COPIES:

Certification.....\$10.00
Per page.....\$ 2.00

**COUNTY CLERKS CERTIFICATE FOR
NOTARY OR ATTORNEY.....\$ 5.00**

CONSTRUCTION LIEN:

This includes Notices of Unpaid Balances, Lien
Claims, and their Amendments, Releases,
Discharges, etc. All instruments pertaining to
Construction Liens are recorded in books and
originals are returned.....\$15.00

DEEDS:

First Page includes Tax Abstract.....\$43.00
Each Additional Page.....\$10.00
Institutional Liens.....No Fee

DISCLAIMER:.....\$18.00

EASEMENT:

First page including Tax Abstract.....\$43.00
Each additional page.....\$10.00
Institutional Liens.....No Fee

LIS PENDENS:

Foreclosure: Including Marginal Notation.....\$40.00
Each additional notation.....\$10.00
Straight Lis Pendens (First page).....\$30.00
Each additional page.....\$10.00
Each Marginal Notation.....\$10.00
Discharge of Lis Pendens:
Including marginal notation.....\$40.00

FEDERAL TAX LIENS:

Federal Tax.....\$25.00
Release of Federal Tax Liens.....\$25.00

MAPS:

To file (per sheet).....\$55.00
Copy Standard - 18 x 24.....\$ 4.00
Full size - 24 x 36.....\$ 6.00
Larger per foot.....\$ 1.00 per ft.

MORTGAGE:

First page.....\$33.00
Each additional page.....\$10.00
Discharges, Postponements, Modifications,
Subordinations, Releases, and Partial Releases.
First page including marginal notation.....\$43.00
Each additional page.....\$10.00
Cancellation of Mortgage.....\$23.00

NATURALIZATION SEARCH:.....\$ 8.00
Search verification.....\$10.00
Copies.....\$1.00 per page

NOTARY PUBLIC OF NEW JERSEY:

Oath of Office.....\$15.00
Qualification.....\$15.00
Change of Name (Clerks Charge).....\$ 7.50
Change of Address..... N/F
Notary (In-House per page).....\$ 1.00

NOTICE OF SALE.....\$20.00
NOTICE OF SETTLEMENT.....\$20.00

PARTNERSHIP AGREEMENT:.....\$50.00
First page.....\$15.00
Each additional printed page.....\$ 2.00

PASSPORT FEES:

Adults, 16 & over (Check or Money Order)....\$75.00
County fee (Cash).....\$25.00
Minors Under 16 (Check or Money Order)....\$60.00
County fee (Cash).....\$25.00
Expedited service is also available for additional fee

PHYSICIAN'S DIPLOMA:.....\$15.00

POWER OF ATTORNEY:

First page.....\$33.00
Each additional page.....\$10.00

REALTY TRANSFER TAX FEES: DEES

The Realty transfer fee should now be calculated as follows:

Regular & New Construction

\$2.00/\$500 of consideration not in excess of \$150,000
\$3.35/\$500 of consideration in excess of \$150,000
but no in excess of \$200,000
\$3.90/\$500 of consideration on excess of \$200,000

Sr. Citizen, Blind & Disabled

- ◆ \$1.00 per thousand up to \$150,000
- ◆ \$2.50 per thousand over \$150,000

TAX WAIVER N.J. COLLATERAL:.....\$15.00
(Inheritance Tax Waiver)

TAX SALE CERTIFICATE:

First page.....\$33.00
Each additional page.....\$10.00
Cancellation of Certificate.....\$23.00

TRADE NAME CERTIFICATE:.....\$53.00
Certificate True Copy.....\$ 5.00
Dissolution of Trade Name.....\$28.00

UNIFORM COMMERCIAL CODE:

Financial Statement.....\$25.00
Assignment, Amendment, Release,
Termination & Continuation.....\$25.00

VETERAN'S DISCHARGE:

(Recording).....N/F
Certified Copy.....\$ 6.00

Payment due upon receipt. Transfer tax payment
should be drawn on Attorney's Trust Account or
Certified Check.
Fees over \$10,000 - Certified check or Bank check
required.
Indexing any recorded instruments in excess of parties,
per each name in excess of 5.....\$ 6.00