

## RECORDING SERVICES

A recording agency, the County Clerk's Office accepts instruments, already prepared, meeting the legal requirements for recording, filing and cancellation. This department records land ownership, mortgage and lien related documents. Business Trade Name Certificates and secured transactions are filed. Satisfied mortgages are cancelled or discharged as well as other liens and tax sale certificates.

## ARCHIVES ROOM

Our Archives Room houses wetlands, riparian and major subdivision maps. It is a repository for archival volumes and documents dating from the late 1600s and newspapers dating back to the early 1800s. The Archives houses indexes for marriages, naturalization records, Civil War soldiers, & more. Historians find the Archives of great interest in their studies of Salem County.

## RECORD ROOM

Our Record Room is in the basement of the Courthouse. Deeds, mortgages, liens and other land records are available for public inspection. By law, our staff cannot conduct a title search but will assist the public on how to use the records. The Record Room is open for searching between 8:30am—4:15pm.

### RECORDS NOT HELD BY COUNTY CLERK

Birth records are kept in the Vital Statistics office of the municipality where born.

Marriage Certificates are in the municipality where the marriage was held.

## PASSPORTS

County Clerks are authorized U.S. Passport application acceptance agents. **All new applicants must appear in person.** Applications for passport renewal by mail can also be obtained in this office. Renewal Applicants must have been at least 16 years old when the previous Passport was issued. Applicants must submit the most recent U.S. Passport along with two recent passport photos. Call for fee information.

We do Passport  
Photos on site.

The following are the passport application requirements:

### -Proof of U.S. Citizenship-

(Any one of the following will constitute proof of citizenship)

A valid birth certificate with a raised seal from the Bureau of Vital Statistics (a church or hospital record is not acceptable).

A previous U.S. Passport

A Certificate of Naturalization

*(Proof of Citizenship will be mailed with application and returned with NEW passport.)*

### -Identification-

A driver's license, pilot's license, Certificate of Naturalization, or permanent identification card from a government agency.

Adults without identification must appear with an identifying witness who has identification and who has known the applicant for at least two years.

**Both parents must appear** and sign passport application for minors under age 16. At least one parent's signature is required for children ages 16-17. Parents are required to show identification.

Two Duplicate 2" x 2" passport photographs taken by a professional photographer. We can take your passport photo in office for a small fee.

### -Passport Expirations-

Age 16 years and older 10 years

Age 15 years and younger 5 years

## ELECTION SERVICES

### Civilian Absentee Voting

If you are a registered voter, you may apply for an Absentee Ballot. You must complete an application and send it to our office no later than 7 days prior to the date of the election. If you miss the seven-day deadline, you may come to our office until 3:00 PM the day before the election and receive a ballot. If you are confined due to illness, please call our office and we will explain available alternatives.

### Petitions

Nominating petitions for all county offices: County Clerk, Sheriff, Surrogate and Freeholder, as well as for independent candidates seeking municipal office are obtained in our office.

### Election Information

Our office maintains Primary, General and School election results as well as campaign expenditure reports. This information is public record and may be examined in our office or copies may be purchased.

### Voter Lists

Our office maintains street and district voting lists. These lists are available for review or purchase. Please come to our office for more information.

## TRADE NAME REGISTRATION

We record your trade name and keep it on record in our Record Room. To register your trade name follow these guidelines:

Register Trade Name with County Clerk

Get Tax ID # from: [www.irs.gov](http://www.irs.gov)

Get Business Registration Package from:

[www.state.nj.us/njbgs](http://www.state.nj.us/njbgs)

## COUNTY PHOTO ID CARDS

County Photo Identification Cards are available to all county residents age 17 and older. Included on this card are your photo, name, address, date of birth, height, weight, eye & hair color, and signature. Call for fee.

We do ID  
Photos on  
site.

### To obtain this card you must present:

Original birth certificate, naturalization certificate or valid passport.

An official document with an original signature (e.g. Social Security card, driver's license, or credit card).

Proof of your residence in Salem County (e.g. utility bill, voter registration card).

## DD214 RECORDING

Military discharge forms are recorded at no charge. It is to the benefit of the veteran and his or her family to have the military discharge recorded in case the original is lost. A certified copy can be made from the permanent copy of record here.

## NOTARY PUBLIC FILING

Applications for Notary Public of New Jersey are available in our office. **Applications must include the signature of a state legislator in the applicant's district.** Our office offers to send your application and fee to a legislator for signature. The legislator then forwards the application to the state. Notary Public Oaths are administered in our office.

We can provide certification that one is a Notary Public. This is useful when sending official documents overseas.

We can notarize a document. Please present photo ID and do not sign until asked to do so. A small fee may apply.

## VETERAN'S VENDING LICENSE

Honorably discharged veterans residing in Salem County may apply for a Veteran's Vending License. You must apply in person at our office; present your DD-214 discharge papers and proof of Salem County residency. There is no charge for this service.

## SPEAKER SERVICES

The County Clerk provides speakers for local schools and organizations. Topics include Salem County history, the role of the County Clerk, and history of County Government. Contact County Clerk Gilda Gill to arrange an appointment. There is no fee for speaker services.

## Website

Visit our website for updated fees, calendars, and forms. The County Clerk's website is the best location for information about new services and happenings in our office.  
[www.SalemCountyClerk.org](http://www.SalemCountyClerk.org)



### Contact Information

**Salem County Courthouse**

(856) 935-7510

(856) 358-3857

Gilda T. Gill, County Clerk: x 8605

Herb Stiles, Deputy Clerk: x 8208

Candy Crane, Special Deputy: x 8206

Main Office: x 8209

Archives Room: x 8217

Record Room: x 8218 & 8219

# SERVICE DIRECTORY

[www.SalemCountyClerk.org](http://www.SalemCountyClerk.org)

Salem County Clerk's Office  
County Courthouse  
92 Market Street  
Salem, NJ 08070



Dear Residents:

It is my pleasure to present this brochure with a brief description of the services available from the Salem County Clerk's Office. As County Clerk, I am committed to providing the community with efficient and effective services. Please feel free to contact my office for additional information or assistance.

Thank you,

A handwritten signature in cursive script that reads "Gilda T. Gill".

Gilda T. Gill  
County Clerk