

## Notary Public Registration and Passport Day

The Passaic County Clerk, Kristin Corrado, in conjunction with Passaic County Education Associations is pleased to present a Notary Public Registration and Passport Day for interested teachers and their families on **March 27, 2010 from 10:00 a.m. to 1:00 p.m. at the PCEA office, 401 Hamburg Turnpike, Suite 209, Wayne, New Jersey.**

Notary Public applications and New Passport Applications and Passport Renewal Forms will be available at the PCEA office, beginning on January 19, 2010.

Please sign up in advance to take advantage of the services that will be offered that day.

### REQUIREMENTS FOR OBTAINING A PASSPORT

- 1. PROOF OF CITIZENSHIP:** You may prove U.S. citizenship with any one of the following:
  - Previous U.S. Passport (mutilated, altered or damaged Passports are not acceptable as proof of citizenship). (MINORS UNDER 16 must have long form birth certificate also )
  - Certified Birth Certificate containing a raised, impressed or multicolored seal (MINORS UNDER 16 need a certified long form birth certificate listing both parents' names)
  - Naturalization Certificate or Certificate of Citizenship
  - Consular Report of Birth Abroad or Certification of Birth
- 2. PROOF OF IDENTIFICATION:** You may prove your identity with any one of the following:
  - Previous U.S. Passport (issued within the last 15 years)
  - Naturalization Certificate (issued within the last 15 years)
  - Current, valid: Driver's License, Government ID (city, state or federal) or Military ID (military and dependents)
  - **Please note that your social security card alone does not prove your identity.**

**FOR MINORS UNDER THE AGE OF 16:** The child must appear in person with both parents or legal guardians. Both parents or legal guardians must present evidence of identity.

- 3. TWO PASSPORT PHOTOS:** Two (2) 2" X 2" identical color photos with a plain white or off-white background.  
School pictures are not acceptable. Photographs should be taken in normal street attire.  
**Photos can be taken at the PCEA office for a fee of \$10.00 (ten dollars) payable in CASH.**

- 4. FEES:** (non-refundable)
  - ADULTS:** Total Cost \$ 100.00 (16 years of age or older-Passport valid for 10 years)  
\$ 75.00 CHECK or MONEY ORDER made payable to the "U.S. Dept. of State"  
and \$25.00 CASH (Execution Fee)
  - MINORS:** Total Cost \$85.00 (Under 16 years of age Passport valid for 5 years)  
\$ 60.00 CHECK or MONEY ORDER made payable to the "U.S. Dept. of State"  
and \$25.00 CASH (Execution Fee)

\* You should receive your passport in approximately 3 to 4 weeks.

#### **Expedited Passports-Passports to be received in 2 weeks:**

- ADULTS:** Total Cost \$ 184.96  
\$ 149.96 CHECK or MONEY ORDER made payable to the "U.S. Dept. of State"  
and \$35.00 CASH (Execution Fee and Express Mailing)
- MINORS:** Total Cost \$169.96  
\$134.96 CHECK or MONEY ORDER made payable to the "U.S. Dept. of State"  
and \$35.00 CASH (Execution Fee and Express Mailing)

In order to accommodate everyone, we are asking for a pre-registration list. (Walk-ins are welcome, if space is available).

Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Local Association \_\_\_\_\_

- \_\_\_\_\_ Passports Adult(s) 16 years of age or older
- \_\_\_\_\_ Passports Children under 16 years of age are valid for 5 years
- \_\_\_\_\_ Notary-You must get this paperwork from the county office or your local city clerk prior to March 27th. This form must be filled out and signed by a legislator in your district. Bring completed forms with you on March 27, 2009
- \_\_\_\_\_ County ID's
- \_\_\_\_\_ Children ID's

Please respond by March 12, 2010. We need to give the county clerk a count.

**PLEASE DO NOT SIGN THE PASSPORT APPLICATION UNTIL DIRECTED TO DO SO.**

## Notary Public Registration Day

To become a Notary Public in the State of New Jersey, an applicant needs to be at least 18 years of age, have no criminal record and register initially in the County in which they reside. A Notary Public application must be completed by the applicant and signed by a State Senator or Assembly Member. If you do not know a legislator to sign for you, please send your completed application to the Passaic County Clerk, 401 Grand Street, Paterson 07505, Room 130 with a \$15.00 check made payable to the STATE TREASURER; and she will mail the check and application to a legislator for you. Once the application has been accepted for filing by the Secretary of State, you will be sent a qualifying form and identification certificate. Please bring this certificate with you. To complete the process, the Passaic County Clerk must qualify you and seal your certificate. A Notary Public term is 5 years and once you receive the certificate, you have 90 days to appear before the County Clerk. Those notaries applying to renew their notary certification must adhere to the same procedure.

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