

NEWS

TOWNSHIP OF WOODBRIDGE



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PUBLIC SERVICE ADVISORY

**Woodbridge Mayor John E. McCormac Announces County Passport Office
will be Open for Business in Woodbridge Town Hall on Thurs., April 3**

Residents Can Apply for Passport w/o Traveling to New Brunswick

WOODBIDGE – Mayor John E. McCormac today announced that Woodbridge Town Hall will host a one-day ‘Passport Satellite Office’ on **Thurs., April 3, 2008 from 9:00 a.m. to 3:00 p.m.** The Passport Satellite Office program is part of a joint effort by the Middlesex County Clerk’s Office and the Woodbridge Township Mayor’s Office to bring county programs and services directly to Township residents.

“We are always looking to make government more responsive and better able to serve the public,” Mayor McCormac said. “The satellite passport office is one of those efforts that has met with incredible success as hundreds of residents have applied for passports without having to travel to New Brunswick. I’m very pleased that Town Hall is part of the County program and that we are able to offer this convenient service to Woodbridge Township residents.”

Mayor McCormac noted that the Middlesex County Clerk’s Office, along with staff from the Woodbridge Township Municipal Clerk’s Office, will be accepting applications for U.S. Passports in the Council Meeting Room at Woodbridge Town Hall located at 1 Main Street, on **Thurs., April 3 from 9:00 a.m. to 3:00 p.m.** Additionally, county passport office staff will administer the Notary Public Oath of Office to persons who previously applied to the State of New Jersey to become a Notary Public and who have received approved applications from the State.

Middlesex County Clerk Elaine M. Flynn said that persons applying for a passport must present:

- Evidence of U.S. citizenship in the form of a certified birth certificate with a raised seal and a file date from the registrar of vital statistics from the town or state the applicant was born in, or a previous passport for natural born citizens. Hospital birth certificates and baptismal certificates are not acceptable. Evidence of U.S. citizenship in the form of a naturalization certificate is required for foreign-born citizens who became U.S. citizens through naturalization;
- Two identical 2"x2" regulation passport photos taken within the last six months. The photographs must have a light or white background and be full face forward. School photos and vending machine photos are not acceptable;
- Identification in the form of a valid driver's license, a school photo ID, or an employment photo ID from a major corporation. If an applicant does not have approved identification, contact (732) 745-3404 for further information;
- The fee for an adult passport age 16 and over is \$100.00. Payment must be made via check or money order in the amount of \$75.00 payable to the U.S. Department of State and a separate check or money order for \$25.00 made payable to the Middlesex County Clerk. The Passport is valid for ten years.
- The fee for a child's passport under the age of 16 is \$85.00. Make check or money order in the amount of \$60.00 payable to U.S. Department of State and a check or money order for \$25.00 payable to the Middlesex County Clerk.
- **All applicants must appear in person.** If applying for a passport for a minor under the age of 16, ***both*** parents and the minor child must be present at time of application. The minor passport is valid for five years.
- Processing time is approximately four to six weeks. Additional information may be obtained by calling the Middlesex County Clerk's Office at 732-745-3404.

In announcing the county satellite passport office program, Mayor McCormac reminded Township residents that Town Hall is open until 6:30 P.M. every Tuesday. Municipal services such as applying for and/or obtaining various municipal permits and licenses, making tax and other payments, voter registration and various police services are available during the extended hours of operation each Tuesday.