

# Mercer County Clerk

# Paula Sollami-Covello, Esq.



## County Clerk's Corner Newsletter...At Your Service

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### Welcome from the County Clerk

Happy summer! I hope you are enjoying the good weather, the kids out of school, and—hopefully—a slower period at work.

As always, summer is a busy period for us, as people are filling out last-minute passport applications for travel as they seek to go overseas for vacations. We also provide other services; these include notary applications, voter registrations, weddings, vote-by-mail applications, land records searching via [pip.mercercounty.org](http://pip.mercercounty.org), and other services advertised on our site at [www.mercercounty.org/government/county-clerk](http://www.mercercounty.org/government/county-clerk). We also offer classes about search tools and notary education.

### County Clerk's Office to Offer Agent Access Portal

Our office is now offering an Agent Access Portal. The Portal is a new application that will allow customers to access their account balances and transaction history online. It can be accessed using popular internet browsers including Internet Explorer, Firefox, and Chrome.

Customers will be able to securely access the Portal using their account number and PIN. Customer contact information and current balance (i.e. escrow balance) will be immediately displayed. Customers may search based on a specified date range or payment type.

"Moving statements online is the logical step in 2019," said Sollami Covello. "The Portal will allow users to access their accounts in a way that just cannot be replicated on paper."

Previously, the County Clerk's office mailed paper statements. However, this new method will be environmentally beneficial, cost-effective, and user-friendly.

Additional benefits to the new Portal include:

- Saving the report in Portable Document Format (PDF) for easy printing or sharing
- Paging through the full report
- Sorting of the report based on any displayed column
- Filtering the report on any data value

To access the Portal, you can visit

<http://records.mercercounty.org/AgentPortal>

### County Clerk Reminds Residents of Property Search Tools

Mercer County Clerk Paula Sollami Covello and Matt Lawson, Principal Planner in Mercer County, held a training program on May 30<sup>th</sup> for employees and property searchers on the Property Information Portal. The session covered updated features on the database, and served as a reminder of the various purposes that the Property Information Portal offers. This portal, referred to as PIP for short, is a land records management system that was designed in collaboration with several other Mercer County offices. It is unique to Mercer County, and was created by a task force of County employees, including the County Clerk and County Tax, Planning and Record Office Officials. It allows vital property information to be searched in a matter of clicks, and contains the



history of virtually every property within the 12 municipalities of Mercer County.

Above: Employees from the County Clerk's office look on as they are briefed about valuable property search tools

Signup for the Property Information Portal is free and available to the public. All one needs is an email address. You can visit the site at [pip.mercercounty.org](http://pip.mercercounty.org) and sign up today. You can search for any property in Mercer County by looking up addresses, names of owners, and parcel numbers.

Furthermore, you can send feedback, which is instrumental in ensuring that PIP is updated and providing Mercer County residents with information they need.

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## REMINDER

We process notary applications in our office in Trenton, as well as in Hamilton at our Mercer County Connection office the first Thursday of each month. See our website for details.



County Clerk Paula Sollami Covello with County Executive Brian Hughes and Freeholders John Cimino and Ann Cannon at Mercer County's first ever raising of the Pride Flag to celebrate Pride Month.

## Did You Know?

**The County Clerk's Office will be holding extended hours to process vote-by-mail applications and obtain ballots on the Saturday prior to the General (November 5) election from 9am-1pm.**

**VBM applications can be submitted by mail by October 29, 2019.**

**Vote-by-mail applications can also be submitted via walk-in up until 3pm the day before the election.**

**The final day to register to vote before the general election is October 15.**

## Property Search Tools, Continued from Page 1

In addition to the Property Information Portal, residents may search for public records by going to [http://records.mercercounty.org/RecordsNG\\_Search/](http://records.mercercounty.org/RecordsNG_Search/) and applying.

You can also visit the Mercer County Clerk's office at **209 South Broad Street, Trenton**, to search property information in person. The office contains books and property maps dating back to 1838.

For more information on how to search for property records, you can call our office at 609-989-6465 or visit our website at <http://www.mercercounty.org/government/county-clerk>.



Pictured above are scenes from recent "Passport Processing Days" from this Spring. Throughout the spring and summer, we have held these events in Pennington, Lawrence, and East Windsor. We will be holding more of these events in the fall. You can also apply for a passport by visiting our permanent offices in Trenton or Hamilton (Mercer County Connection).

## County Connection Summer Hours

The Clerk would like to remind residents that passport service will only be provided during the summer hours for the County Connection office. These hours will be in effect until Labor Day.

- Monday, Wednesday & Friday: 10 AM to 5 PM
- Tuesday & Thursday: 10 AM to 7 PM
- Saturday: 10 AM to 2 PM

**\*Passport processing will end an hour before closing time.**

We will be closed on August 31<sup>st</sup>, the Saturday before Labor Day.

The County Connection is located at 957 Route 33 in Hamilton Township, in the Route 33 Shopping Center at the corner of 33 and Paxson Ave.

If you have any questions about these hours, you can call the County Connection at 609-890-9800, or the passport office in Trenton at 609-989-6473.

For more information on passport services at the Mercer County Clerk's office, you can visit <http://www.mercercounty.org/government/county-clerk-/office-services/passports>.



The County Clerk was on the committee for the 6th annual "Dinner and Movie for the Homeless" event, hosted by Brian Blakely and Eric Muhammad. The event was held behind the Rescue Mission in Trenton.

## Stay Up to Date With Mercer County News

There is now an email subscription service that allows residents to stay informed on all major events, news, and services in Mercer County. Another exciting addition this service offers is the ability to customize the emails received based on your interests. You may also opt in to receive emergency notifications via text-messages. You'll need to log in with the email address you received this message at [clerkevents@mercercounty.org](mailto:clerkevents@mercercounty.org). If you have any other questions, feel free to call our office at (609) 989-6494 or visit [www.mercercounty.org](http://www.mercercounty.org).



The County Clerk and members of her office proudly standing with Moms Demand Action to promote sensible gun laws and end gun violence.



## About the Mercer County Clerk's Office

The County Clerk's Office offers many services that Mercer County residents and businesses use every day. The Clerk's Office files and records all documents concerning real estate ownership and transfer, registers small business trade names, processes U.S. passport applications, and swears in notary public applicants.

The office offers photos for people seeking passports and County and Veteran ID cards, and Gold-Star Parent ID cards as well. The County Clerk also has certain election responsibilities – including the printing of ballots, counting of votes cast by electronic machines and the issuance of vote-by-mail ballots. Elections information can be found on our website at <http://www.mercercounty.org/government/county-clerk/elections>.

# Get in Touch

Mercer County Clerk's Office  
209 South Broad Street  
Trenton, NJ 08608

Mercer County Connection Satellite Office  
957 State Highway 33  
Hamilton, NJ 08690

Visit our website: [mercercounty.org/government/county-clerk](http://mercercounty.org/government/county-clerk)

## By Phone

Main number: 609-989-6464

Deputy Clerk Walker Worthy: 609-989-6353

Press Inquiries: 609-278-7161

Elections: 609-989-6494

Indexing/Imaging: 609-989-6476

Business Registrations: 609-989-6469

Passports: 609-989-6473

County ID/Veteran ID/Gold Star Parent ID: 609-278-7108

Recording: 609-989-6466

Fax: 609-989-1111

County Connection: 609-890-9800

## Follow us on social media

Facebook: [facebook.com/MercerCountyClerk](https://facebook.com/MercerCountyClerk)

Twitter: @MercerClerk

Property Information Portal: [pip@mercercounty.org](mailto:pip@mercercounty.org)

