



## Office of the Mercer County Clerk

**For Immediate Release**  
**Contact- 609-278-7161**

### **County Clerk Announces February Notary Education Class**

Due to the overwhelming interest in our last notary education class, Mercer County Clerk Paula Sollami Covello has announced that she will be offering another class on **February 20<sup>th</sup>, from 10:00am to 12:00pm at the Conference Center on the campus of Mercer County Community College.** The class is open to all notaries public and those interested in becoming a notary public.

The two-hour, non-credit course will be presented by County Clerk Paula Sollami Covello and attorneys Maeve E. Cannon, Esq. and Ryan P. Kennedy, Esq. of Stevens and Lee, PC.

Now in its 11<sup>th</sup> year of existence, the class teaches notaries to perform their duties with confidence and diligence, and about liability issues. Current notaries public will learn a new skillset and new technologies to assist them in their daily functions. Prospective notaries public will learn how to obtain or renew a notary commission and get an understanding of the steps needed to become a notary public.

In-depth topics to be covered at this seminar include:

- Steps for proper notarization
- How to complete a Notary Journal
- How to examine identification
- Simple explanations of New Jersey Notary Laws
- Avoiding serious problems by learning how to perform notarizations without errors.

While there is no law requiring prospective notaries to enroll in an education class at this time, the duties which a notary must fulfill can have legal ramifications if not performed with care. For this reason, the County Clerk and these attorneys offer this opportunity. The Mercer County Clerk's Office swears in new notaries at its main location at 209 South Broad St in Trenton, and also monthly at the County Connection Office.

To register for the class, you may contact the Mercer County Clerk's Office at **609-989-6820**. You may also visit <http://www.mercercounty.org/government/county-clerk-/office-services/notary-public> for more information. The course is limited to 100 individuals, so those who wish to take part should register as soon as possible. You may register for a fee of **\$15**. This fee includes refreshments and class materials.

A notary public is a state-appointed public officer who serves as an impartial witness in the signing of documents and attests signatures. Under the authority of the State Treasurer, notaries serve for a five-year period and many renew the notary commission in five-year increments. Notary public candidates must reside or be employed in Mercer County and be at least 18 years of age.

### **Notary Night in Hamilton is December 5<sup>th</sup>**

In addition to this class, our final Notary Night of 2019 will be held on Thursday, December 5<sup>th</sup>, at the Mercer County Connection office at the Hamilton Square Shopping on Route 33 and Paxson Avenue. This is an opportunity for new notaries public to be sworn in. Notary Night is held on the first Thursday of each month unless otherwise noted.

### **Passport Processing Day to be Held in East Windsor**

Also on December 5<sup>th</sup>, the Mercer County Clerk's Office will be holding a passport processing day in East Windsor. It will be held in the **East Windsor Municipal Building at 16 Lanning Boulevard, from 3:00pm to 7:00pm**. Although every effort will be made to assist walk-ins, those who want to apply for a new passport should set up an appointment, which they can do by calling **609-989-6473**. Details on what is needed to apply are on our website.

### **Veterans Can Obtain Free IDs in Observance of Veterans' Day, Pearl Harbor Day**

We also remind our veterans that they can walk into our office during business hours and obtain a free Veteran's ID card. Veterans are able to obtain a free ID during the weeks before and during Veterans' Day and Pearl Harbor Day (December 7<sup>th</sup>) by appearing at our office on 209 South Broad Street in Trenton (they are also free the weeks before and during Memorial Day and July 4<sup>th</sup>). Veterans must provide proof of US citizenship or residency; proof that you have been a Mercer County resident for at least six months; a valid birth certificate (with raised seal), naturalization

certificate, or resident alien card; a valid New Jersey Motor Vehicle License, voter registration card, or vehicle lease agreement; and DD214 discharge papers. At all other times of year, veterans can obtain an ID for \$10. For further information on Veterans' IDs, call **609-278-7108**.