



Office of the County Clerk/Registry Division
Passaic County Administration Building
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Paterson, New Jersey 07505
Phone: 973-881-4777 | Fax: 973-357-1046

MOST COMMON ERRORS In Recording & Filing Documents

Before sending documents to our office, please review the following list to ensure that your documents are not returned unrecorded!

1. Incorrect Fee – Recording and/or Realty.
2. Check is not signed or enclosed. Address must be printed on the check.
3. Escrow account lacks funds.
4. Document is not signed or dated.
5. Document is not acknowledged/missing County.
6. Addresses are missing from Notices of Settlement.
7. Affidavit is not complete, not signed or not enclosed.
8. Document is not for Passaic County.
9. Reference Book & Page is incorrect or missing.
10. Tax Lot & Block are missing.
11. GIT Form missing.
12. Prepared by is missing on first page.

Did you know that Passaic County also accepts Electronic Recordings?

Since our eRecording service was established in 2004, our customers have reported that eRecording has helped avoid delays, eliminate errors, and speed-up the recording and filing of their documents. It's also very easy to do! Authorized users simply sign on to calculate fees via a system guided calculation, select a payment option (ACH or an Escrow account) and submit the documents for recording.

Go to www.njcountyrecording.com to get more information and register today!