

Warren County Clerk's Office

Warren County Courthouse
413 Second Street, Belvidere, NJ 07823



Holly Mackey, Warren County Clerk
Emily J. Swanson, Deputy Clerk

Telephone: 908-475-6211

INSTRUCTIONS FOR CHARGE ACCOUNT FORM

Our office is now utilizing charge accounts for onsite public printing of documents. These charge accounts will be specific to an individual or company. You may also use the charge account for document recording, requests for certified copies of documents and copies of filed maps. No PDFs or emailed documents will be provided.

Once we receive the form attached and the account payment, your account will be activated and a code will be issued.

Important things to remember:

- Your user name and password is required to be entered every time you access a record to print. Choose a password no more than four or five characters long.
- A monthly statement will be sent via email.
- Accounts unused for 18 months will be placed on hold and an annual statement will be issued.
- To close your account, please contact the Department Secretary.

If you have any questions or concerns, please contact Holly Mackey – County Clerk, Emily Swanson – Deputy Clerk or Michelle Bess – Department Secretary

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CHARGE ACCOUNT FORM

Name of Company: _____

Business Address: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

User Name: _____

Password: _____

Signature

Date

OFFICE USE:

Code NO. _____