

**TOWNSHIP OF MULLICA**  
**Elwood, New Jersey**

# **MUNICIPAL BUILDING CLOSURE TO THE PUBLIC**

## **FAQ**

In an effort to maintain social distancing and do what we can to reduce the spread of the Coronavirus, we have provided you with a list of services and how you can still accomplish them without making the trip to Town Hall. We hope to make changes and keep updating this list as a way to provide answers to your potential questions.

<b>SERVICE YOU MAY NEED</b>	<b>HOW YOU CAN ACCOMPLISH WITHOUT VISITING TOWN HALL</b>
<b>TAX COLLECTOR OFFICE:</b> <ul style="list-style-type: none"><li>• <b>Payment of Taxes</b></li> <li>• <b>Senior Freeze (PTR 1 AND PTR 2)</b></li></ul>	<p>Check, Money Order sent via USPS or a drop box has been provided outside of Municipal Building (please make sure to put in an envelope). Call prior to sending/dropping off payment for any interest.</p> <p>Forward your booklet via USPS or place in drop box provided outside of the Municipal Building. Please DO NOT provide your Social Security Number as we cannot guarantee privacy. We will contact you when the document is ready for pick up.</p>
<b>CLERK'S OFFICE:</b> <ul style="list-style-type: none"><li>• Bulk Permits / Trash stickers / White Good Permits</li> <li>• Dog Licenses</li> <li>• Vital Records Request (Marriage, Death or Birth Records)</li> <li>• Voter Registration</li> <li>• OPRA Request</li></ul>	<p>Call (609) 561-0064 to request bulk permit / trash stickers. We can place in drop box outside of Town Hall or send via USPS (trash sticker will be a <u>small</u> supply in order to save on postage costs.</p> <p>Renewals through the USPS or placed in the drop box provided outside of the Municipal Building. Please provide updated Rabies certificate along with the appropriate fee \$5.00 for spayed/neutered and \$8.00 for non-spayed/non-neutered dogs.</p> <p>Request through USPS for a Certified Copy of a Birth, Marriage or Death Certificate. \$5.00 per copy. Please provide a copy of your ID and application found at: <a href="http://www.mullicatownship.org/forms">www.mullicatownship.org/forms</a> / Request a Vital Record. <u>Applying for marriage</u>, contact the Registrar at (609) 561-0064 ext. 114 or 115</p> <p>Request can be mailed or downloaded from the County Clerk's Office <a href="http://www.atlanticcountyclerk.org">www.atlanticcountyclerk.org</a></p> <p>Open Public Records Act requests can be made through mail/fax (609) 561-3031 or e-mail <a href="mailto:kjohnson@mullicatownship.org">kjohnson@mullicatownship.org</a></p>

<ul style="list-style-type: none"> <li>• Notary Service</li> </ul>	<p>Notary Service will be suspended at this time.</p>
<p><b>CONSTRUCTION / ZONING DEPARTMENT:</b></p> <ul style="list-style-type: none"> <li>• Construction Permit Packages</li> <li>• Payment of Construction Permits (balances)</li> <li>• Apply for Landlord Registration</li> <li>• Inspection Scheduling</li> </ul>	<p>On-Line and can be left in drop box located outside of Municipal Building upon request.</p> <p>Payments made via USPS or placed in drop box located outside of Municipal Building.</p> <p>Registration form <a href="http://www.mullicatownship.org">www.mullicatownship.org</a> and mail in or place in drop box located outside of Municipal Building.</p> <p>Call for inspection (609) 561-7070 ext. 117 or e-mail <a href="mailto:zacevedo@mullicatownship.org">zacevedo@mullicatownship.org</a> / <a href="mailto:jholroyd@mullicatownship.org">jholroyd@mullicatownship.org</a></p> <p>Indoor inspections will not be performed on occupied dwellings at this time.</p>
<p><b>TAX ASSESSOR:</b></p> <ul style="list-style-type: none"> <li>• Tax Assessment Record Search</li> <li>• Sales Search (SR1A)</li> <li>• Discussions About Assessments</li> <li>• Address Change</li> <li>• Tax Deduction Forms (Senior Deduction Forms)</li> <li>• Tax Maps</li> </ul>	<p>Contact the Assessor Monday &amp; Wednesday, 5:30 pm – 8pm or 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month from 9:30am – 2:30pm Gerry Mead will be glad to assist you (609) 561-0064 ext. 119</p> <p><a href="http://www.mullicatownship.org">www.mullicatownship.org</a> Quick Link – Digital Tax Maps</p>
<p><b>PUBLIC WORKS:</b></p> <ul style="list-style-type: none"> <li>• Transfer Station</li> <li>• Bulk Items</li> <li>• Tree Brush</li> </ul>	<p>No change to collection days / times. Please do not get out of vehicle as we have Public Works employees who will remove all bags from your vehicle</p>
<p><b>RECREATIONAL FIELDS:</b></p> <ul style="list-style-type: none"> <li>• Recreational Field</li> <li>• Pine Cone Zone</li> <li>• Basketball Court</li> </ul>	<p>CLOSED TO PUBLIC CLOSED TO PUBLIC CLOSED TO PUBLIC</p>
<p><b>MUNIICPAL COURT:</b></p>	

<ul style="list-style-type: none"> <li>• Payments of Traffic Tickets</li> <li>• Citizen's Complaints</li> </ul>	<p>Payments can be made via USPS or in the drop box located outside of the Municipal Building or on-line at <a href="https://njmcdirects.com">https://njmcdirects.com</a>.</p> <p>Handled through the Police Department. (609) 561-7600 or dispatch (609) 652-2037</p>
<p><b>POLICE RECORDS:</b></p> <ul style="list-style-type: none"> <li>• Walk-in</li> <li>• Temporary Restraining Orders</li> <li>• Citizen Complaints</li> <li>• Sex Offender</li> <li>• Police Reports / Accident Reports</li> <li>• Complaints</li> </ul>	<p>As of March 17, 2020 the top door of the Police Department will not be accessible. Walk-ins will utilize the Call Box located to the left of the glass doors. When an officer responds to the situation to handle the call, they will make all attempts to handle the situation outside without bringing complaints into the station.</p> <p>All Temporary Restraining Orders will be handled by the offices 24 hours a day 7 days a week.</p> <p>Officers will begin handling citizen complaints. If a citizen wishes to file a complaint, officers will now handle this instead of the court office. All complaints will be handled between the hours of 8:00 a.m. and 4:00 p.m.</p> <p>Sex Offender Registration has been postponed for a 30-day period.</p> <p>Please call (609) 561-7600. You will be instructed to provide proof of identification by email or the mail. Your report will then be mailed to you.</p> <p>You can also request your records by mailing a copy of your driver's license/report number and letter requesting the report.</p>