

This newsletter is presented as a public service from

**Nancy A. Waters**  
Muskegon County Clerk

Michael E. Kobza  
Hall of Justice  
990 Terrace  
Vital Records  
\* New location\* 141 E. Apple  
Muskegon, MI 49442

Phone: 231-724-6221 Vital Records  
231-724-6251 Circuit Court Records

Fax: 231-724-6262

Via E-mail:

clerk@co.muskegon.mi.us

Web site:

www.co.muskegon.mi.us/clerk

If you have questions or comments for the next newsletter, please call, write or e-mail using the information above.



**Please note!**

**Office hours:**

8 a.m.-5 p.m. Vital Records, 141 E. Apple;  
8:30 a.m.-5 p.m. Circuit Court Records, 6th floor, Michael E. Kobza Hall of Justice, 990 Terrace  
Monday-Friday.

All county offices are closed for the following legal holidays:

- Christmas Eve, Thursday, Dec. 24
- Christmas Day, Friday, Dec. 25
- New Year's Eve, Thursday, Dec. 31
- New Year's Day, Friday, Jan. 1
- Dr. Martin Luther King Day, Jan. 18



**NOTARY SERVICE**  
Now available here!

For your convenience, we provide notary services at both County Clerk locations:  
990 Terrace, 6th floor  
141 E. Apple, 2nd floor

**Mortgage documents**  
**Legal documents**  
**General notarization**

*What you should know when using Notary Service at the Office of the Muskegon County Clerk:*

- Document must be completed in its entirety
- Person signing must present photo identification
- Fee for notarizing is \$10 per document due at time of service

*Documents filed in this office will not require a fee for notarization.*



**Muskegon County Sheriff urges citizens**

**to take safety precautions year round**

Sheriff Dean Roesler's holiday crime prevention tips are useful year 'round. Check to see if you are taking proper precautions with:

**Your home:** Make sure dark areas and entrances are turned on after dark or activated by sensors. If traveling, use timers for lights and radios while you're gone. Ask a trusted friend or neighbor to watch your home.

**Your vehicle:** Michigan winters are notorious for being long with bitter cold temperatures. Keep a survival kit

in the vehicle, which includes ice scraper, booster cables, gas line anti-freeze, first aid kit, blanket, cell phone and charger, and non-perishable energy foods such as granola bars and bottled water. Do not leave your car unattended with the motor running or with keys in the ignition.

**Your shopping:** Be alert and aware of your surroundings. Park in well-lit areas, lock your vehicle. Never leave purse or cell phone unattended in public. Trust your instincts; if you feel uncomfortable with a place or person, get away.

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Volume 1, Issue 2, 2009

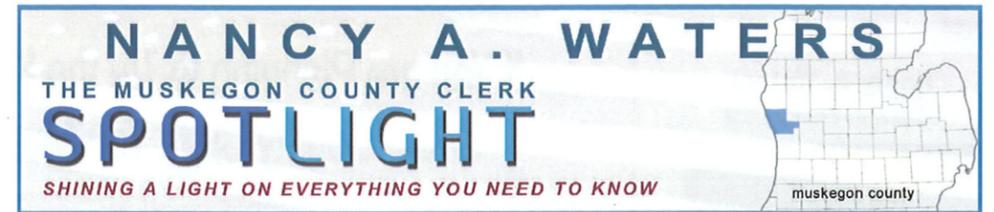
December/January/February

**FYI —**  
**For Your**  
**Information**

Did you know that your county clerk's **Vitals office** handles:

- Vital records, including births, deaths and marriage licenses for Muskegon County
- Elections
- Passports
- Business Registration or "DBA"
- Notary applications
- Concealed weapons permits
- Genealogy help

*We are now located at 141 E. Apple. For more information or if you have questions, call (231) 724-6221.*



**We have moved! County clerk's vital records is in new, temporary location**

**Please see helpful map on p. 3!**



Moving thousands of files and records is no easy task.

Staff at Muskegon County's Vital Records have recently hauled the contents of the office from the second floor offices in the Michael E. Kobza Hall of Justice, 990 Terrace, to offices across the street.

The temporary move is due to a renovation project at the county



*Please Note:*  
**Services RELOCATED to 141 E. Apple Avenue include:**

- \* Vital Records
  - \* Elections
- co.muskegon.mi.us/clerk

building. Project completion is expected within two years.

The County Clerk also oversees circuit court records operations, which will remain on the sixth floor of the Hall of Justice.

The Apple Avenue location includes vital records and all elections services.

Please be patient during this time of transition. Quality service remains our priority.

Nancy A. Waters  
Muskegon County Clerk



Your Muskegon County Board of Commissioners includes:

- Kenneth Mahoney, Chair (D)
- Charles Buzzell (D)
- I. John Snider II (R)
- James Derezinski (D)
- Marvin Engle (R)
- Lew Collins (D)
- Charles Nash, Vice-Chairman (D)
- Bill Gill (D)
- Louis McMurray (D)
- Roger Wade (D)
- Robert Scolnik (R)

\* \* \*

Citizens may contact any Commissioner via:

Phone: (231) 724-6505  
E-mail: commission@co.muskegon.mi.us

## If You are Planning to Tie the Knot... at the County Clerk You Must Stop!

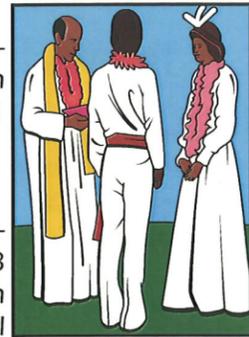
Valentine's Day is approaching, a time when love is in the air!

If a wedding is in your future, don't wait to get your marriage license.

Licenses are available 8 a.m.-4:30 p.m. Monday-Friday in the Vital Records office, 141 E. Apple.

### Requirements:

- Male and female applicants must be at least 18 years old (a consent form from a parent or legal guardian is necessary for those ages 16 or 17).
- Proof of age (birth certificate).
- \$20 fee is required when you apply.



If either person has been married before, proof of how marriage ended is needed (i.e. final judgment of divorce or death certificate).

Both applicants do not need to be present at the time of application. The one who is present must be a Muskegon County resident and must have all the information needed for both parties and all paperwork. Photocopies are not accepted.

- Must apply no more than 33 days and no less than 3 days prior to date of wedding! For more information call (231) 724-6221 and choose option 6.

**\* Please note: Marriage license expires 33 days from the date of application.**

### Muskegon County Clerk's Office Mission Statement

It is the Mission of the County Clerk's office:

- To provide efficient, courteous, and quality service to residents of Muskegon County, the general public, the board of commissioners, judges, court staff, lawyers and city, township and village clerks.
- To always conduct the County Clerk's office as a public trust, with the highest standards of excellence, integrity, fairness, teamwork and in the best interest of those we serve.
- To efficiently and accurately record and maintain minutes, orders and proceedings of the board of commissioners and have the records readily available for review.
- To strengthen teamwork and cross training, while stressing quality service and loyalty to those we serve.
- To work together as a team with city, township, and village clerks to ensure fair, open, honest, efficient and accurate elections.

## About the Muskegon County Board of Canvassers

Do you know who sits on your Muskegon County Board of Canvassers? Have you ever wondered what they do?

Members of the Board of Canvassers have a crucial role when it comes to Muskegon County elections. The board completes canvass and certification of primaries and elections, conducts recounts, tests defective voting equipment, and inspects ballot containers.

The state requires this board to be bipartisan, meaning that membership represents both political parties and recommendations for appointment come from the Party Chairman. After certifying state and federal election results locally, the board sends them to the State Board of Canvassers for approval. Term length is four years, and current members are Linda Whalen (D) and Thomas Higgins (R), whose terms expire Oct. 31, 2011, and Nancy Wells (R) and Douglas Smith (D), whose terms expire Oct. 31, 2013.

The board meets according to election schedule. A per diem of \$35 plus mileage is paid.

MUSKEGON COUNTY

2010

**Upcoming Election**  
 to  
**Remember:**  
  
**Tuesday,**  
**February 23,**  
**2010**

The Muskegon County Clerk Vital Records and Elections offices are now located at 141 E. Apple on the 2nd floor in the Central Services Building. These offices are across the street from the Michael E. Kobza Hall of Justice, 990 Terrace.

