
**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
- Businesses "Doing Business As"
- Notary applications
- Concealed weapons permits
- Genealogy help

We are located on the 2nd floor of the Michael E. Kobza Hall of Justice. For more information or if you have questions, call (231) 724-6221.



County Clerk's office open SATURDAY, 10/17 to serve you!

We are offering another Saturday for your convenience!

WHAT: Passport Day

WHEN: 10 a.m.-3 p.m. Saturday, Oct. 17, 2009

WHERE: Muskegon County Clerk's Office, located inside the Michael E. Kobza Hall of Justice, 990 Terrace, 2nd Floor, Muskegon, MI 49442

Since June, federal law requires American citizens to present a passport book, passport card, or other travel documents approved by the U.S. government to enter this country from Canada, Mexico, the Caribbean and Bermuda at land borders and sea ports of entry.



**Clip & save
our passport
checklist on
p. 3!**



We want your travel outside of the country as hassle-free as possible.

The County Clerk's office hosted a Passport Day on a Saturday last spring, and it was a huge success!

Personal Protection Orders: What you should know

A personal protection order (PPO) is a request by a petitioner, that is approved by circuit court. It is generally filed when a person feels threatened or that they are in danger and need protection from a specific individual.

PPOs are filed with the County Clerk's Circuit Court Records office, located on the 6th floor of the Michael E. Kobza Hall of Justice, 990 Terrace in Muskegon.

You must have information about the person to be restrained, such as name, address, date of birth, physical description, etc., or the court cannot issue an order.

Helpful supporting documents include police reports, or those from doctors or social agencies. The two types of PPOs are: 1) Restraining, commonly used for victims of dating or domestic violence. (See PPO, p. 4)

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)

A message from your County Clerk

Welcome! I am pleased to present the first issue of "The Spotlight," a newsletter dedicated to the citizens of Muskegon County.

The public elected me to this office, and my desire is to serve with excellence.

Hundreds of people visit the Vitals and Circuit Court Records offices each week. Convenience and quality service are our priorities!

Be assured that we will keep you posted on our services and procedures. We will always provide prompt, friendly, and convenient service as you conduct business with our County Clerk's offices.

Thank you for allowing me to serve as your County Clerk.

Sincerely,

Nancy A. Waters

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.

Have you always wanted to trace your roots? Help is here!

If you are not sure how to get started finding people within your family tree, a volunteer with the Muskegon County Genealogical Society is available each Wednesday from 1-4 p.m. in our Vital Records office.

Public records and libraries are an excellent source to help you search through records to find names, dates and places of birth of your family members, as well as marriage and residence.

Helpful resources include municipal and county histories, directories, census and military records.

Stop in! You might be surprised what you will uncover!



Genealogy
is a great way to teach
and share your family's history
with your children.

Get
Your
Passport!



Many people are already planning to travel out of the country for the holidays or spring break. We can help with your passport.

For a fee, our Vital Records office (8 a.m.-4:30 p.m. Monday-Friday, 2nd floor) can provide you with photos and Muskegon birth certificates.

Already have a passport? If yours expired within the last five years, renew by mail using Form DS-82. The form is available in our office or at www.travel.state.gov.

For more information, call (231) 724-6221 (option #7).

*Obtaining a passport is a process.
When applying for one, refer to the
handy checklist to the right.*

**MUSKEGON COUNTY CLERK'S
OFFICE:**

One-stop shopping for your passport needs.

Refer to this handy list when applying:

- A certified copy of your birth certificate (from Muskegon County). May be purchased for \$15.
- Two passport photos, which may be purchased in our office for \$15.
- Copy of your driver's license, Moped license, or State ID (front & back).
- Check or money order payable to: U.S. Department of State, \$75 adults (age 16 or older), \$60 for ages 15 and under.
- Muskegon County Clerk's execution fee of \$25 (payable by cash, money order, check, credit or debit cards).
- Parents must be present with children under age 16.

**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, 2nd Floor
Circuit Court Records, 6th Floor
Muskegon, MI 49442

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

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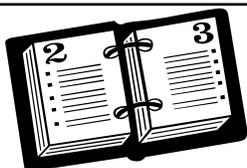
Via E-mail:

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, 2nd floor;
8:30 a.m.-5 p.m. Circuit
Court Records, 6th floor,
Monday-Friday.
All county offices are
closed for the following
legal holidays:*

- * Veterans Day,
Wednesday, Nov. 11**
- * Thanksgiving Day,
Thursday, Nov. 26 and
Friday, Nov. 27**
- * Christmas Eve,
Thursday, Dec. 24 and
Christmas Day, Friday,
Dec. 25**
- * New Year's Eve,
Thursday, Dec. 31**
- * New Year's Day,
Friday, Jan. 1**

PPO continued

2) Stalking, for victims of stalking.

A personal protection order may order the respondent not to enter property, threaten, contact you by telephone, send you mail, purchase or possess a firearm.

Did you know that if a PPO is filed against you, that obeying it is not an option? If you are served with or notified of a PPO against you, you must obey the order. If not, you can be arrested for violating the order, serve jail time and/or pay a fine.

A PPO is enforceable anywhere in Michigan as soon as its signed by the judge. It can also be enforced by another state, Indian tribe, or territory of the United States.

A respondent has the right to file a motion to modify, extend or terminate the order, which requires the completion of form CC 379. A court hearing is required to do this.

PPO filings are one of the most frequent services in Muskegon County Clerk's office. Oftentimes, petitioners do not understand the process, or they do not realize the impact that a personal protection order can have on the one who shall be restrained.

Sometimes they are filed out of anger or spite for someone. Other times, it is common for the petitioner to go to the trouble of filing a PPO, only to turn around days later and file a motion to rescind the order.

Also, it is important to note that for the person being restrained, a PPO stays on that person's record indefinitely.

While restraining orders are useful and can be necessary, County Clerk Nancy Waters asks petitioners to use them with caution.