

COUNTY OF BERKS, PENNSYLVANIA

Prothonotary



Courthouse, 2nd Floor
633 Court Street
Reading, PA 19601

Phone: 610.478.6970

Jonathan K. "J.D." Del Collo, Prothonotary

Ann L.R. Fitzgerald, Chief Deputy Prothonotary

September 16, 2021 PROTHONOTARY OF BERKS COUNTY INFORMATION AND PROCEDURES

1. **E-filing and regular mail is the preferred method and most convenient/safest method for submitting documents and filings to the Prothonotary's Office.** Staff is processing electronic filings, electronic judicial orders and filings submitted through regular mail **timely**. We also continue to answer phone calls at the office's main number, 610-478-6970, **but we encourage the use of our website and mobile app which will contain answers to many questions.**
2. **Passports: The acceptance of new passport applications has been permanently discontinued.** Alternate acceptance locations in Berks County can be found by visiting travel.state.gov under the passports option.
3. **Registration of Notary Signatures:** You must first have been sworn in and have had your documents recorded at the Recorder of Deeds Office and bring your notary documentation with you.

4. **Record Requests/Searching**

All searching onsite is suspended indefinitely.

The public computer terminal room is closed indefinitely.

Most routine searching can be accomplished by using our online public dockets (available through our website and mobile app). Research requests can be made by downloading the "Records Request Form" from our website and mailing it to our office or, for more convenience, using our mobile app to instantly submit the request. A photocopy or image of a **valid photo ID must be provided when requesting copies. During this time and until further notice, ten or fewer copies will be provided FREE as a courtesy. Any amount above ten will be charged at \$.50 per page.**

**WE ALWAYS ENCOURAGE VISITING OUR WEBSITE AT
WWW.COUNTYOFBERKS.COM/PROTHONOTARY and downloading our mobile app at
<https://apps.myocv.com/share/a33219601> for lots more information and answers
to many questions.**

JONATHAN K. DEL COLLO
Prothonotary of Berks County

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www.countyofberks.com