



Board of Commissioners: Pam Snyder (D)—Chairman, Archie Trader (R)—Vice Chairman, & Chuck Morris (D)—Secretary

PROTHONOTARY'S OFFICE

Department of Law and Order

Susan White, Prothonotary

Greene County Courthouse, 1st Floor, 10 East High Street, Waynesburg, Pennsylvania 15370

Phone: 724-852-5288 or 724-852-5289 / Fax: 724-852-5353

Office Hours: 8:30 a.m. – 4:30 p.m., Monday – Friday

OFFICE OVERVIEW:

The Prothonotary is the keeper/clerk of the records of the Court of Common Pleas' civil division. The Prothonotary is responsible for maintaining accurate indices, case dockets and record-keeping services and providing user-friendly access to the public. The Prothonotary supports the Court of Common Pleas' civil division and provides vital records assistance by attending court proceedings, as well as maintaining the civil caseload for the court system; operating and maintaining the civil division; attending all civil court proceedings, as well as taking minutes, swearing in witnesses and reading verdicts; preparing budget materials annually; reconciling and maintaining escrow accounts and checking accounts for filing fees and draft payments; and reviewing and implementing new policies and procedures in accordance with the Pennsylvania Rules of Civil Procedure. The Prothonotary also supervises office personnel, monitors daily staff activities and productivity and serves the needs of the general public.

Filing duties are set by Pennsylvania statutes, the Pennsylvania Rules of Civil Procedure and the Greene County Local Rules of Court. The work of the Prothonotary is reviewed and approved by the President Judge of the Court of Common Pleas, or another judge as required. Work is generated from the court and through filings from both attorneys and the general public.

PASSPORT INFORMATION:

The Prothonotary's Office processes passport applications for international travel and related matters, a courtesy service to the residents of Greene County. Passports will be processed in the Prothonotary's Office on Tuesdays and Thursdays between 9 a.m. and 4 p.m. Accommodations can be made for anyone who cannot visit the office during those times by calling to make an appointment.

A passport is an internationally recognized travel document that verifies the identity and nationality of the bearer. A valid U.S. passport is required to enter and leave most foreign countries. Following the establishment of new passport regulations in January 2007 by the U.S. Department of Homeland Security, passports are a necessity to those who want to leave the country, including local college students and local church members going on mission trips. Only the U.S. Department of State has the authority to grant, issue or verify U.S. passports.

- **New Application for a U.S. Passport** — To obtain a passport for the first time, visit the Prothonotary's Office with two photographs, proof of U.S. citizenship (i.e., an original birth certificate) and a valid form of photo identification, such as a driver's license. To search for other locations that accept passport applications, click [here](http://iafdb.travel.state.gov/DefaultForm.aspx) (<http://iafdb.travel.state.gov/DefaultForm.aspx>) for the U.S. Department of State "Passport Acceptance Facility Search Page".

- **Renewal of a U.S. Passport** — Passports may be renewed via mail if the most recent passport is available to submit and is not damaged; the passport was received within the past 15 years; the holder was older than age 16 when the passport was issued; and the holder still has the same name, or can legally document a name change. If the passport has been altered or damaged, it cannot be renewed via mail. The holder must apply in person for a renewal.
- **Passport Processing Fees** — Adult passports cost \$110, while passports for children age 16 and younger cost \$80. The passport card is also available for \$30.00 for an adult and \$20.00 for a minor. A \$25 processing fee will be added for each transaction.

A typical application will take six to eight weeks to be fully processed, but if applicants wish to have their passports sooner, the process can be expedited for an additional fee of \$60.

For passport applications and forms, application processing times, passport laws, locations and hours of processing centers, or for more information about obtaining, replacing, changing or renewing passports, visit the [U.S. Department of State Passport Services Office](#).

VITAL STATISTICS INFORMATION:

- **Birth Certificates:** A birth record contains information about the birth of an individual. On a birth record, you can usually find the mother's full maiden name and the father's full name, the name of the baby, the date of the birth, and county where the birth took place. When submitting a birth certificate with your passport application it must have both parents names on the birth certificate. State issued birth certificates without the parents names cannot be submitted.
- **Marriage Records:** A marriage record contains information about a marriage between two individuals. On a marriage record, you can at least find the bride's and groom's full names, the date of the marriage, and county where the marriage took place.
- **Divorce Certificates:** The divorce certificate contains basic information about the husband and wife, and the date and place the marriage ended. Certified copies of a Divorce Certificate are official copies issued by court on the state or County level.
- **Death Records:** Also known as medical certificate of the cause of death (MCCD), is a document issued by a government official such as a registrar of vital statistics that declares the date, location and cause of a person's death.
- **Get the Forms Now:** When you need any of the above (*Pennsylvania birth certificates, marriage, divorce, or death records*), go to the #1 source, [the Official Provider of Pennsylvania Vital Records](#) for the vital statistics office in New Castle, PA.

OFFICE STAFF:

- Debra Ellsworth, First Deputy Prothonotary
- Becky Marie Cain, Family Court Coordinator

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