

APPLICATION PROCESS FOR OBTAINING A COPY OF A VITAL RECORD

Non-Genealogical Records are:

- Births occurring within the last 80 years
- Marriages occurring within the last 50 years
- Deaths occurring within the last 40 years
- All domestic partnerships and civil unions.

Certified Copies have the raised seal of the office issuing the record and are always issued on State of New Jersey safety paper. Certified copies may be used to establish identity and are legal documents.

Applications for a certified copy of a vital record require the applicant to provide a completed application, valid proof of identity (see below), payment of the fee (\$15.00 per copy payable by cash or money order only) and proof that establishes you are:

- The subject of the record,
- The subject's parent, legal guardian, or legal representative
- The subject's spouse/civil union partner, domestic partner, child, grandchild or sibling, if of legal age
- A state or federal agency for official purposes
- Pursuant to a court order

Please Note: For a Marriage Record, only the bride or groom may obtain a full-copy that includes the license portion of the certificate. Parents of the bride or groom may also obtain the full-copy by providing the child's birth certificate, along with the above requirements.

Valid Proof of Identity includes:

- Current, valid photo driver's license or photo non-driver's license with current address
OR
- Two alternate forms of ID, one of which must have current address.

Alternate forms of ID are:

- Vehicle registration
- Vehicle insurance card
- Voter registration
- US/Foreign Passport
- Immigrant Visa
- Permanent Resident Card (Green Card)
- Federal/State ID
- County ID
- School ID
- Bank Statement (within the previous 90 days)
- Utility Bill (within the previous 90 days)
- Tax Return or W-2 for current/previous tax year

Your application will be returned if you do not send in all required documentation and payment. (Do not send cash through the mail)

Application filed in person will require the applicant to provide the original of the above documents, whereas applications filed by mail will require the applicant to provide copies of the documents.

You must be able to fully identify the record by providing all of the information listed below on the application form. Your request cannot be processed unless you provide the information below.

- Full name on the record
- City where the event occurred
- Exact date of the event (month, day and year)
- Mother's maiden name
- Father's name (if recorded on the record)
- For Marriage, Civil Union or Domestic Partnership—Instead of parents' names, you must provide the name of the spouse/partner

Proving your relationship for a certified copy

If you are seeking to obtain a certified copy of

- **Your Own** birth certificate and you have assumed your spouse's/civil union partner's surname
You must provide a copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate
- **Your Child's** birth certificate
You don't need any additional documents.
- **Your Spouse's/Civil Union's Partner's** birth certificate
You must provide a copy of your marriage/civil union certificate.
- **Your Parent's or Sibling's** vital record
You must provide a copy of your birth certificate
- **Your Grandparent's** vital record
You must establish that you are the person's grandchild by providing proof that links the name on your ID to the name of the grandparent.
For example, if you changed your last name after marriage/civil union and want a grandparent's vital record you must:
 1. Provide your marriage/civil union certificate to show your name at birth,
 2. provide your birth certificate to identify your parent, and
 3. provide the parent's birth certificate to identify the grandparent.