Borough of Helmetta 51 Main Street Helmetta, NJ 08828

APPLICATION FOR A <u>NON-GENEALOGICAL</u> CERTIFICATION OR CERTIFIED COPY OF VITAL RECORD

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☐ Certified Copy ☐ Certified Copy for an Apostille Seal		Requestor's Relationship to Person on Record (proof is required for certified copy)		Requestor's Signature	
Certification				Date (of request)	1 1
Name of Requestor				Reasons for Ro	equest
First Middle				Passport Driver's L	Iransa
Last				School/S	Sports
Current Mailing Addres	\$ (must match address on ID)			Veterans'	Benefits / Benefits
Street				Medicare	·
Clty	State		Zlp Code	→ □ Welfare / Other:	/ Disability
Emall Address			Daytlme Phone Number	L Other.	
	<u>@</u> .				
□ BIRTH					
Child's Name at Birth	First		Middle	Last	
No. Requested Coples	Place of Birth			County	Date of Birth
	City		State		1 1
	S (name given at birth or on bir	rth certifi	lcate / Malden Name)		
Parent A Flist		Middle		Last	
Parent B First		Middle		Lost	
If Child's name was cha	inged:		Describe Change		
MARRIAGE		CIVIL	UNION	DOMESTIC	PARTNERSHIR
No. Requested Copies	Place of Event	richte example	2000	County	Date of Event
	City		State		/ /
	given at birth or on birth certif				
Spouse A First		Middle		Last	
Spouse B First		Middle	2	Last	
DEATH					
Name of Decedent	First		Middle	Last	
No. Requested Copies	Place of Death	1		County	Date of Death
	City		State		1 1
Name of Decedent's Pa	arents (name given at birth or	r on birth	certificate / Malden Name)		
Parent A First		Middle	•	Last	
Parent B First		Middle		Last	
Have you enclosed ar required information			Completed Application Payment FOR STATE USE ONLY	☐ Accep ☐ Maillr	of Relationship Itable Forms of ID Ing Address Matches ID
REG-378 SEP 17 Payment Type	e: Π Cash Π M/O Π Check	∏ Walve		□ ID Viewed Pr	ocessed Bv:

INSTRUCTIONS FOR OBTAINING A COPY OF <u>NON-GENEALOGICAL</u> VITAL RECORDS

- Non-Genealogical Records are births occurring within the last 80 years or if the individual is still living, marriages occurring
 within the last 50 years, deaths occurring within the last 40 years and all civil union and domestic partnership records.
- 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.
- Certifications are issued on plain paper with no seal and clearly indicate they are not valid for establishing identity or for legal purposes. Certifications are generally useful for genealogy. Certifications of death records do not contain the Social Security Number or the Cause of Death medical terminology.
- Apostille Seal An Apostille Seal is an additional seal required for certain certified records that will be presented to a foreign
 government that is a member of the Hague Treaty. The seal is often required on documents for international adoptions or
 establishing dual citizenship. Contact the consulate of the country involved to determine if you need an Apostille Seal.

An Apostille Seal can only be obtained by first requesting certified copy of the vital record from the State Office of Vital Statistics and Registry. You would then forward this document to the New Jersey Department of Treasury, which issues the Apostille Seal. Additional information is available at: http://www.state.nj.us/treasury/revenue/apostilles.shtml.

Applications for a certification or certified copy of a <u>Non-Genealogical</u> record require the applicant to provide a completed application, valid proof of identity¹, payment of the fee and, if requesting a certified copy, proof that establishes you are:

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

To request a certified copy of a <u>Certificate of Birth Resulting in Stillbirth</u>, use form REG-68, which is available on the New Jersey Department of Health website at: http://nj.gov/health/vital/registration-vital/stillbirth/.

Location Address:	Hours of Operation:			
Borough of Helmetta 51 Main Street Helmetta, NJ 08828	Call for hours and availability 732-521-4946 ext 105 or ext 103 tmcdermott@helmettaboro.com			
Mailing Address:	Fees:			
Borough of Helmetta 51 Main Street Helmetta, NJ 08828	\$15.00 per Cerlified Copy Payable by Cash, Check or Money Order only	Strvice\$XX.XX Service\$XX.XX Service\$XX.XX Service\$XX.XX		

Valid photo driver's license or photo non-driver's license with current address OR valid driver's license without photo and an alternate form of ID with current address OR two (2) alternate forms of ID, one of which must show the current address. Alternate forms of ID are: vehicle registration, vehicle insurance card, voter registration, US/foreign passport, permanent resident card (green card), immigrant Visa, Federal/State ID, county ID, school ID, utility bill (within the previous 90 days), bank statement (within previous 90 days) or W-2 for current or previous year. Requests for records to be mailed to an address other than that which appears on the requestor's ID must be accompanied by a notarized letter which includes A) the alternate address, and B) a written request to mail records to this alternate address.