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

**New Jersey Department of Health** Vital Statistics and Registry P.O. Box 370 - Trenton, NJ 08625-0370

Click here to complete an application online, or visit: http://www.nj.gov/health/vital/

Certified Copy		Requestor's Relationship to		Requestor's Signature	
Certified Copy for an Apostille Seal		Person on Record (proof is required for certified copy)			
Certification		"	, , , , , , , , , , , , , , , , , , , ,	Date (of request)	/ /
Name of Requestor				Reasons for Request	
First	<b>.</b>			Passport	•
First Middle Last				Driver's Licens	
Current Mailing Address (must match address on ID)				School / Sports Veterans' Benefits	
Street	s (mast materi dauress on ib)				Card / Benefits
				☐ Medicare ☐ Welfare / Disability	
City State			Zip Code	Other:	эшсу
Email Address		Daytime Phone Number			
	<b>@</b> .				
BIRTH					
Child's Name at Birth	Name at Birth First Middle			Last	
No. Requested Copies	Place of Birth			County	Date of Birth
	City		State		/ /
Name of Child's Parents	6 (name given at birth or on b	irth certif	icate / Maiden Name)		
Parent A First	ent A First Middle			Last	
Parent B First		Middle		Last	
If Child's name was cha	nged:				
New Name		Desci	ribe Change:		
MARRIAGE		CIVIL U	INION	DOMESTIC PA	ARTNERSHIP
No. Requested Copies	Place of Event			County	Date of Event
	City		State		/ /
Name of Spouses (name of	given at birth or on birth certij				
Spouse A First Middle				Last	
Spouse B First		Middle		Last	
DEATH					
Name of Decedent	First		Middle	Last	
No. Requested Copies	Place of Death			County	Date of Death
	City		State		/ /
Name of Decedent's Pa	rents (name given at birth o	r on birth	certificate / Maiden Name)		
Parent A First		Middle		Last	
Parent B First		Middle		Last	
			Commission to the second secon		
Have you enclosed an			Completed Applicatio	·	
all required information? *Do not send original documents.			Payment	☐ Acceptable Forms of ID	
Copies only*	uocuments.			Mailing Ad	ddress Matches ID
ashing and					
REG-27a APR 19			FOR STATE USE ONLY		
J1023 Payment Type:	: □ Cash □ M/O □ Check	□ Walve	ed Amount: \$	☐ ID Viewed Proces	ssed By:

## INSTRUCTIONS FOR OBTAINING A COPY OF NON-GENEALOGICAL VITAL RECORDS

New Jersey Department of Health Vital Statistics and Registry P.O. Box 370 - Trenton, NJ 08625-0370

- 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.

To get an Apostille Seal, first obtain a certified copy of the vital record from the State Office of Vital Statistics and Registry by checking the Apostille Seal box on the application. You will receive a certified copy of the vital record issued by the State Office of Vital Statistics and Registry. You must 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 identity<sup>1</sup>, payment of the fee<sup>2</sup> and, if requesting a certified copy, proof that establishes you are:

- o the subject of the record;
- 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 department's website at: <a href="http://nj.gov/health/vital/registration-vital/stillbirth/">http://nj.gov/health/vital/registration-vital/stillbirth/</a>.

The State Office of Vital Statistics and Registry accepts walk-in applications at the location shown below. Office hours are 8:30 AM through 4:00 PM, Monday – Friday, excluding State holidays. There is up to a two-hour processing time and you must submit your application by 3:30 PM to obtain your certified copy the same day.

Amendments to vital record and registrations of adoptions or legitimations are not processed at the walk-in counter. These requests, along with supporting documentation and fees<sup>3</sup>, must be sent to the attention of the Record Modification Unit at the application mailing address below.

## Location Address:

Borough Of Helmetta 51 Main Street Helemtta, NJ 08828

## Hours of Operation

Call for hours and availability 732-521-4946 X100 m.hallerman@helmettaboro.com

- 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.
- The fee for the search and resulting record is \$25; additional copies of the same record ordered at the same time are \$2 each. Additional years searched for No Record of Marriage are \$1 per year. Make check or money order payable to "Treasurer, State of NJ." DO NOT MAIL CASH!!!
- 3 The fee for processing an adoption or legal name change is \$2; include an additional \$25 fee if you want to obtain a certified copy of the record after processing.