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/

Payment Type: ☐ Cash ☐ M/O ☐ Check ☐ Waived Amount: \$

J1023

Certified Copy	Requestor's Relationship to Person on Record		Requestor's Signature	
Certified Copy for an Apostille Seal	(proof is required for certified copy)			
Certification		Date (of request)	/ /	
Name of Requestor		Reasons for Request		
First Middle		Passport		
Last		☐ Driver's License ☐ School / Sports		
Current Mailing Address (must match address on ID)	Veterans' Benefits			
Street	Social Security Card / Benefits Medicare Welfare / Disability			
City State Zip Code				
Email Address	Daytime Phone Number	Other:		
@ .	() -			
BIRTH				
Child's Name at Birth First	Middle Last			
No. Requested Copies Place of Birth		County	Date of Birth	
City	State		/ /	
Name of Child's Parents (name given at birth or on bir	th certificate / Maiden Name)			
Parent A First	Middle	Last		
Parent B First	Middle	Last		
If Child's name was changed:				
New Name Describe Change:				
	EIVIL UNION	DOMESTIC PA	RTNERSHIP	
No. Requested Copies Place of Event City	State	County	Date of Event	
Name of Spouses (name given at birth or on birth certificate / Maiden Name)				
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 Parents (name given at birth or	on birth certificate / Maiden Name)			
Parent A First	Middle	Last		
Parent B First	Middle ·	Last		
Have you enclosed and completed				
Il required information? Payment Acceptable Forms of ID		•		
Oo not send original documents. Mailing Address Matches ID				
Copies only*				
DEC 07-				
REG-27a APR 19	FOR STATE USE ONLY	, 		

□ ID Viewed Processed 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 Non-Genealogical record require the applicant to provide a completed application, valid proof of identity¹, payment of the fee² and, if requesting a certified copy, 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; or
- requesting pursuant to a court order.

To request a certified copy of a Certificate of Birth Resulting in Stillbirth, use form REG-68, which is available on the department's website at: http://nj.gov/health/vital/registration-vital/stillbirth/.

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 fees3, must be sent to the attention of the Record Modification Unit at the application mailing address below.

Mailing Address:

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

Walk-In Service Only:

Office of Vital Statistics and Registry 140 East Front Street Trenton, NJ 08608

- 1 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.
- ² 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 CASHIII
- 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.