Borough of Beach Haven Vital Statistics and Registry 300 Engleside Avenue Beach Haven, NJ 08008

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

Certified Copy Certified Copy for an Certification	Apostille Seal	Requestor's Relationship to Person on Record (proof is required for certified copy)	Requestor's Sig	1 1
lame of Requestor  irst  ast  Current Mailing Address  itreet  City  Email Address	Middle  (must match address on ID)  State		Social Se	icense Sports ' Benefits curity Card / Benefits
	First	Middle	Last	
Child's Name at Birth No. Requested Copies	Place of Birth		County	Date of Birth
No. Requested Copies	City	State		1 1
Parent A First  Parent B First  If Child's name was cha	inged:	Middle  Middle  Describe Change	Last Last	
MARRIAGE	1	CIVIL UNION	DOMESTIC	PARTNERSHIP
No. Requested Copies	Place of Event	State	County	Date of Event / /
Name of Spouses (name Spouse A First Spouse B First	e given at birth or on birth cer	tificate / Maiden Name) Middle Middle	Last Last	
DEATH				
Name of Decedent	First	Middle	Last	
No. Requested Copies	Place of Death	State	County	Date of Death / /
Name of Decedent's F	arents (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 all required information?		Completed Applicat	Application Proof of Relationship  Acceptable Forms of ID  Mailing Address Matches ID	
REG-37a SEP 17 Payment Type	pe: □ Cash □ M/O □ Che	FOR STATE USE ONL		Processed By:

## INSTRUCTIONS FOR OBTAINING A COPY OF NON-GENEALOGICAL 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: <a href="http://www.state.nj.us/treasury/revenue/apostilles.shtml">http://www.state.nj.us/treasury/revenue/apostilles.shtml</a>.

Applications for a certification or certified copy of a Non-Genealogical record require the applicant to provide a completed application, valid proof of identity<sup>1</sup>, payment of the fee 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 New Jersey Department of Health website at: <a href="http://nj.gov/health/vital/registration-vital/stillbirth/">http://nj.gov/health/vital/registration-vital/stillbirth/</a>.

Location Address:	Hours of Operation:
Borough of Beach Haven Vital Statistics and Registry 300 Engleside Avenue Beach Haven, NJ 08008	9:00 AM - 4:00 PM Monday- Friday
Mailing Address:	Fees:
Borough of Beach Haven Vital Statistics and Registry 300 Engleside Avenue Beach Haven, NJ 08008	Certified Copy\$15.00

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.