TOWNSHIP OF EAST BRUNSWICK Municipal Clerk\Registrar P O Box 1081 - 1 Civic Center Drive East Brunswick, NJ 08816 - 732-390-6850

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

☐ Certified Copy ☐ Certified Copy for an Apostille Seal		Requestor's Relationship to Person on Record (proof is required for certified copy)		ľ	Requestor's Signature			
☐ Certification				0	Date (of request) / /			
Name of Requestor				R	easons for R	equest		
First Middle					Passport			
Last					☐ Driver's License☐ School / Sports			
Current Mailing Address (must match address on ID)								
Street					Social Se	curity Card / Be	enefits	
City	State Zip Code				Welfare / Disability			
Email Address	ddress Day				Other:			
	@		( ) -		-			
BIRTH								
Child's Name at Birth	First	First Middle			Last			
No. Requested Copies	Place of Birth			Cour	nty	Date of Birth		
	City		State			/	/	
Name of Child's Parent	S (name given at birth or on birth	certifi	cate / Maiden Name)					
Parent A First	1	Middle			Last			
Parent B First Middle					Last			
If Child's name was changed:								
New Name Describe Change								
MARRIAGE		IVILL	JNION		DOMESTIC I	PARTNERSHIP		
No. Requested Copies	Place of Event			Cour	ity	Date of Event		
Name of Survey	City		State	,		/	/	
Name of Spouses (name given at birth or on birth certificate / Maiden Name)  Spouse A First Middle Last								
Spouse A First  Spouse B First	Middle				Last			
Specific Day (1995)	Middle				Last			
DEATH		e i ja						
Name of Decedent First		Middle			Last			
No. Requested Copies	Place of Death			Coun	ty	Date of Death		
	City		State			/	/	
Name of Decedent's Pa	rents (name given at birth or on	birth o	certificate / Maiden Name)					
Parent A First	Middle			Last				
Parent B First	N	1iddle			Last			
Have you enclosed and required information?			Completed Application Payment  FOR STATE USE ONLY	1	Accept	of Relationship table Forms of ID 3 Address Matche		
REG-37a SEP 17 Payment Type:	☐ Cash ☐ M/O ☐ Check ☐ V	Vaivad		Line	Viewed Pro	cessed By:		

TOWNSHIP OF EAST BRUNSWICK Municipal Clerk\Registrar P O Box 1081 - 1 Civic Center Drive East Brunswick, NJ 08816 - 732-390-6850

## 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: http://www.state.nj.us/treasury/revenue/apostilles.shtml.

Applications for a certification or certified copy of a <u>Non-Genealogical</u> record <u>require</u> 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:
TOWNSHIP OF EAST BRUNSWICK Municipal Clerk \ Registrar One Jean Walling Civic Center Drive East Brunswick, NJ 08816	9:30 AM to 4:30 PM Monday to Friday
Mailing Address:	Fees:
TOWNSHIP OF EAST BRUNSWICK Municipal Clerk \ Registrar P O Box 1081 East Brunswick, NJ 08816	\$10.00 cash or check per certified

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.