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- ☐ Proof of Relationship
- ☐ Acceptable Forms of ID
- ☐ Mailing Address Matches ID

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 Non-Genealogical 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 Certificate of Birth Resulting in Stillbirth, 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: Glen Ridge Health Department Vital Statistics and Registry 825 Bloomfield Ave. Room 102 Glen Ridge, NJ 07028	Hours of Operation: 08:30 AM - 04:30 PM Monday - Friday
Mailing Address: Glen Ridge Health Department Vital Statistics and Registry 825 Bloomfield Ave., Room 102 Glen Ridge, NJ 07028	Fees: BIRTH\$25.00 Correction.....\$50.00 DEATH\$25.00 Marriage License Application MARRIAGE.....\$25.00 \$28.00 \$10.00 for each additional

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.

MAIL-IN INSTRUCTIONS

BOROUGH OF GLEN RIDGE, NJ, VITAL STATISTICS-- FOR BIRTH, MARRIAGE OR DEATH CERTIFICATE

1. PLEASE FILL OUT THE ATTACHED REQUEST FORM, TOP SECTION (1), AS WELL AS THE SPECIFIC SECTION YOU ARE REQUESTING, I.E., BIRTH (2), MARRIAGE (3), OR DEATH SECTION (4).

2. **INCLUDE A COPY OF YOUR IDENTIFICATION WITH YOUR CURRENT MAILING ADDRESS:**

VALID FORMS OF ID ARE: (ONLY ONE COPY IS NECESSARY FOR THE FOLLOWING):

- CURRENT, VALID PHOTO DRIVER'S LICENSE WITH CURRENT MAILING ADDRESS
- CURRENT, VALID NON-PHOTO DRIVER'S LICENSE WITH CURRENT MAILING ADDRESS AND ALTERNATE FORM OF IDENTIFICATION WITH CURRENT MAILING ADDRESS OR
- TWO ALTERNATE FORMS OF IDENTIFICATION WITH CURRENT MAILING ADDRESS (See below).

ALTERNATE FORMS OF ID: A COPY FROM TWO SEPARATE SOURCES, WITHIN THE LAST 90 DAYS IS NECESSARY FOR THE FOLLOWING TYPES OF ID):

- UTILITY BILL, PHONE BILL, BANK STATEMENT, TAX RETURN, FEDERAL/STATE/COUNTY ID, NON-PHOTO DRIVER'S LICENSE, VOTER REGISTRATION CARD, VEHICLE REGISTRATION, OR INSURANCE CARD, SCHOOL ID-WITH HOME ADDRESS ON IT

If your name changed due to marriage, please include a copy of your marriage license.

3. OUR FEES ARE: \$25.00 FOR 1 COPY, \$10.00 FOR EACH ADDITIONAL COPY OF THE SAME RECORD, PER TRANSACTION, (Ex: 2 Certified Copies = \$35.00); -- CASH OR MONEY ORDER (MADE TO: BOROUGH OF GLEN RIDGE) NO PERSONAL CHECKS PLEASE
4. INCLUDE A SELF-ADDRESSED-STAMPED ENVELOPE SO THAT THE VITAL RECORD MAY BE MAILED BACK TO YOU.

MAIL ALL TO: BOROUGH OF GLEN RIDGE, VITAL STATISTICS, 825 BLOOMFIELD AVE., GLEN RIDGE, NJ 07028

Mailing via USPS (United States Postal Service) is recommended. Please allow 1-2 weeks for processing.

NOTE: YOUR VITAL RECORD CANNOT BE PROCESSED WITHOUT ITEMS NOTED ON THIS INFORMATION SHEET, OR THE APPLICATION WILL BE RETURNED FOR COMPLETION.

CHECK LIST: FORM PROPERLY FILLED OUT _____ PAYMENT _____ COPY OF IDENTIFICATION(S) ENCLOSED _____

SELF-ADDRESSED-STAMPED-ENVELOPE ENCLOSED _____ ***DO NOT RETURN THIS PAGE, FOR YOUR INFORMATION ONLY***