

**New Jersey Department of Health and Senior Services
Vital Statistics and Registration
P.O. BOX 370
Trenton, NJ 08625-0370**

**APPLICATION FOR A NON-GENEALOGICAL CERTIFICATION OR CERTIFIED COPY OF A VITAL RECORD
APLICACIÓN PARA COPIAS CERTIFICADAS Ó CERTIFICACIONES DE REGISTROS CIVILES NO-ANCESTRO**

<input type="checkbox"/> I would like a Certified Copy . (<i>Quiero una copia certificada.</i>)			If available, I prefer the format of the certified copy to be: (<i>Prefiero:</i>)			
<input type="checkbox"/> I will be forwarding the Certified Copy for an Apostille Seal . (<i>Enviaré esta copia certificada para ser Apostillada.</i>)			<input type="checkbox"/> Computer Generated copy of original. (<i>Copia del Original-Generado por Computadora</i>)			
<input type="checkbox"/> I would like a Certification . (<i>Quiero una certificación.</i>)			<input type="checkbox"/> Digital Image/Photocopy of original. (<i>Imagen Digital/Fotocopia del Original</i>)			
Name of Applicant (<i>Nombre de Apicante</i>)		Relationship to person on record (Proof is required if certified copy requested.) (<i>Relación al individuo (Prueba es requerida para copia certificada.)</i>)		Reasons for Request: (<i>Motivo de solicitud</i>) <input type="checkbox"/> Passport (<i>Pasaporte</i>) <input type="checkbox"/> Driver's License (<i>Licencia de Conducir</i>) <input type="checkbox"/> School/Sports (<i>Escuela/Deportes</i>) <input type="checkbox"/> Veterans' Benefits (<i>Beneficios veteranos</i>) <input type="checkbox"/> Social Security Card (<i>Tarjeta Seguro Social</i>) <input type="checkbox"/> Social Security Disability (<i>SSI / Incapacidad</i>) <input type="checkbox"/> Other SS Benefits (<i>Otros beneficios de seguro social</i>) <input type="checkbox"/> Medicare (<i>Medicare</i>) <input type="checkbox"/> Welfare (<i>Asistencia Pública</i>) <input type="checkbox"/> Other (<i>Otro</i>)		
Current Mailing Address (Must Match address on ID) (<i>Dirección Postal (Debe coincidir con identificación)</i>)						
City (<i>Ciudad</i>)	State (<i>Estado</i>)	Zip Code (<i>Código Postal</i>)	Daytime Telephone Number (<i>Número Telefónico</i>)			
Applicant's Signature (<i>Firma del Apicante</i>)		Date of Application (<i>Fecha</i>)				

<input type="checkbox"/> BIRTH (<i>NACIMIENTO</i>)	Full Name of Child at Time of Birth (<i>Nombre Completo al Nacer</i>)		No. Requested Copies (<i>No. de Copias</i>)
	Place of Birth (City, Town) (<i>Lugar de Nacimiento (Ciudad, Pueblo)</i>)	County (<i>Condado</i>)	Exact Date of Birth (<i>Fecha de Nacimiento</i>)
	Child's Mother's Full Maiden Name (<i>Nombre completo de soltera de la Madre</i>)		Child's Father's Name (if on record) (<i>Nombre del Padre (si esta registrado)</i>)
	If the Child's Name was Changed, Indicate New Name and How it was Changed: (<i>Si el nombre del niño fue cambiado, indique el nuevo nombre y como fue cambiado:</i>)		
<input type="checkbox"/> MARRIAGE (<i>MATRIMONIO</i>) <input type="checkbox"/> CIVIL UNION (<i>UNIÓN CIVIL</i>) <input type="checkbox"/> DOMESTIC PARTNERSHIP (<i>SOCIEDAD DOMÉSTICA</i>)	Name of Husband/ Partner (<i>Nombre de Esposo/Pareja</i>)		No. Requested Copies (<i>No. de Copias</i>)
	Maiden Name of Wife/ Partner (<i>Nombre Soltera de Esposa/Pareja</i>)		Exact Date of Event (<i>Fecha Exacta del Evento</i>)
	Place of Event (City, Town) (<i>Lugar del Evento (Ciudad, Pueblo)</i>)		County (<i>Condado</i>)
<input type="checkbox"/> DEATH (<i>DEFUNCIÓN</i>)	Name of Deceased (<i>Nombre del Fallecido</i>)		Social Security Number (See Note) (<i>Numero de Seguro Social (Ver Indice)</i>)
	Exact Date of Death (<i>Fecha Exacta del Evento</i>)		Place of Event (City/Town) (<i>Lugar del Evento (Ciudad, pueblo)</i>)
	Maiden Name of Deceased Individual's Mother (<i>Nombre Soltera de la Madre</i>)		Name of Deceased Individual's Father (<i>Nombre del Padre</i>)

Application Check List: Have you enclosed and completed all required information?
(*Lista Comprobada: ¿A Usted Incluido y Completado Toda la Información Requerida en la Aplicación?*)

All Items on Application (*Todo Artículos en la Aplicación*)
 Payment (*Pago*)
 Acceptable Forms of ID (*Identificación Aceptable*)
 Proof of Relationship (*Prueba de Parentesco*)
 Mailing Address Matches ID (*Dirección Postal Coincidente con ID*)

FOR STATE USE ONLY			
Payment Type:	Payment Amount:	ID Viewed:	Processed By

INSTRUCTIONS TO OBTAIN A CERTIFIED COPY OF A VITAL RECORD:

1. Applicant must submit two (2) forms identification. Accepted documents are:
 - Driver License
 - State or County ID
 - Employment ID
 - Passport
 - Military ID School ID
 - Health Insurance Card
 - Voter Registration Card
 - Recent Pay Stub (90 DAYS)
 - Recent Utility Bill (90 DAYS)
2. Applicant must provide proof of relationship. (ELIGIBILITY REQUIREMENTS)
3. Complete applicant information section.
4. Complete appropriate request section (Birth, Marriage/Civil Union/Domestic Partnership, or Death).
5. This office does not conduct record searches, you must have the correct information to identify the record.
6. Requests by mail: must include photo copies of appropriate identification as listed above, proof of relationship as listed below, and the completed application.
7. All certified copies of documents are \$15.00 per copy.
8. Fees should be made by money order or cashier's check, payable to "City of Plainfield"
9. Mail requests to:
 - Vital Statistics
 - Plainfield City Hall Annex
 - 510 Watchung Avenue
 - Plainfield, NJ 07061

*Any questions please call the office at 908-753-3093

ELIGIBILITY FOR CERTIFIED COPIES OF VITAL RECORDS

To get a certified copy of a person's vital record, you must provide proof of your relationship to the person listed on the record and the proof must establish you are one of the following:

- The subject of the record
- The subject's parent, legal guardian or legal representative
- The subject's spouse/civil union partner; child, grandchild or sibling, if of legal age
- A state or federal agency for official purposes
- Pursuant to court order

If you are looking for a certified copy of:

- your own birth certificate and you have assumed your spouse's/civil union partner's surname
you must provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.
- your child's birth certificate
you don't need any additional documents.
- your spouse's/civil union partner's birth certificate
you must provide a copy of your marriage/civil union certificate.
- your parent's or sibling's vital record

you must provide a copy of your birth certificate.

- your grandparent's vital record
you must establish that you are the person's grandchild by providing proof that links the name on your ID to the name of the grandparent.

For example, if you changed your last name after marriage/civil union and want a grandparent's vital record, you must:

- Provide your marriage/civil union certificate to show your name at birth,
- provide your birth certificate to identify your parent, and
- provide the parent's birth certificate to identify the grandparent.

If you are not a person qualified to get a certified copy of a record but you are helping a person receive a certified copy of a vital record they are eligible to receive

- you must show your valid ID and a notarized, written release authorizing you to get the record on that person's behalf OR, you can supply a written release from the person you are helping along with a copy of that person's valid photo ID.

If you are an attorney who is executor of an estate

- you must supply proof of appointment as the executor.

who is the legal representative of the executor of an estate

- you must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.

who is the legal representative of an individual that is eligible to receive a certified copy of a vital record

- you must supply proof of legal retainer by the eligible individual and their proof of relationship.

who needs a certified copy of a vital record and you are not the legal representative of an eligible person

- you must obtain a court order directing the State Registrar to issue a certified copy of the record. A subpoena is not sufficient to issue a copy of a vital record.