

## Application for Certified Copy of Vital Record (non-genealogical)

Certified Copies of a Vital Record: Include 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.

Per State Statute, all applications for a certified copy of a non-genealogical record require the applicant to **provide the following:**

- 1) ☐ A **completed application** for certified copy of vital record
- 2) ☐ Valid **proof of identity** – (three permissible “options” only)
  - a) A valid photo driver’s license (or photo non-driver’s license) with current address
  - b) **OR** a valid driver’s license without photo and (1) alternate form of ID\*\* with current address
  - c) **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 (dated within previous 90 days), bank statement (dated within previous 90 days), or W-2 for current or previous year.

- 3) ☐ **Marriage/Civil Union Certificate (copy)**, if name was changed due to marriage/civil union
- 4) ☐ **Proof of relationship to the subject of the record (see below reference)**

If you are	Requesting . . .	YOU MUST PROVIDE
<b>Self</b>	Requesting your vital record	Provide your own proof of identity (along with proof #3 noted above if applicable)
<b>Parent</b> – (or legal guardian with documentation)	requesting child’s birth certificate	Said parent provides their proof of identity (along with proof #3 noted above if applicable)
<b>Spouse/Civil Union Partner</b>	Requesting partner’s birth or death certificate*	Provide your own proof of identity (along with proof #3 noted above if applicable) <i>*you cannot obtain any divorced partner’s vital record</i>
<b>Domestic Partner</b>	Requesting partner’s birth or death certificate	Provide your own proof of identity (along with copy of certificate of domestic partnership)
<b>Biological Child</b> -18 years or older	requesting parent’s vital record	<ul style="list-style-type: none"> <li>• Provide your own proof of identity; and</li> <li>• marriage/civil union certificate if applicable; and</li> <li>• your birth certificate with parent(s) name(s)</li> </ul>
	or grandparent’s vital record	<ul style="list-style-type: none"> <li>• Provide your own proof of identity; and</li> <li>• marriage/civil union certificate if applicable; and</li> <li>• your birth certificate with your parent(s) name; and</li> <li>• your fraternal/maternal parent’s birth certificate with the grandparent(s) name(s)</li> </ul>
<b>Biological Sibling</b> -18 year or older	Requesting sibling’s vital record	<ul style="list-style-type: none"> <li>• Provide your own proof of identity; and</li> <li>• marriage/civil union certificate if applicable; and</li> <li>• your birth certificate with your parent(s) name</li> </ul>
Legal representative by legal retainer (i.e. attorney)		
A state or federal agency for official purposes		

**NOTE:** all persons listed on vital records reflect names given at birth (i.e. mother’s maiden name)

- 5) ☐ **Payment** of the fee  
( \$25 for initial certified copy, and \$5 additional for each same issued same certificate)

**Clerk & Registrar Office – 984 Tuckerton Road, Marlton, NJ 08053 (856) 988-4429**  
**Hours of Operation – Monday through Thursday 8:45am to 4:15pm – Room 201**

**FEE: CASH or CHECK ONLY - \$25.00** (additional copy of the same certificate ordered at the same time is **\$5.00** each)  
Please make check payable to "Township of Evesham"