BOROUGH OF TINTON FALLS
Borough Clerk/Registrar's Office
556 Tinton Avenue, Tinton Falls, NJ 07724
732-542-3400 X 260 / boroughclerk@tintonfalls.com

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

Certified Copy		Requestor's Relationship t Person on Record	o Requestor's S	ignature	
Certified Copy for a	n Apostille Seal	(proof is required for certified cop	. (ye		
Certification			Date (of request,	/ /	
Name of Requestor  Reasons for Request					
First	Middle		Paśsport Driver's		
Last		School /	Sports		
<b>Current Mailing Addres</b>	S (must match address on ID)		ı <del>—</del>	' Benefits curity Card / Benefits	
Street		Medicar	-		
City State Zip Code			. =	/ Disability	
Email Address		Daytime Phone Number	Other:		
	@ .	( ) -			
BIRTH				who gather the state of the sta	
Child's Name at Birth	First	Middle	Last		
No. Requested Copies	Place of Birth		County	Date of Birth	
	City	State	_	/ /	
Name of Child's Parent	5 (name given at birth or on birth	certificate / Maiden Name)	•		
Parent A First	Middle -		Last	Last	
Parent B First	^	Middle	Last		
If Child's name was cha	inged:				
New Name	··	Describe Change	· · · · · · · · · · · · · · · · · · ·		
MARRIAGE		INIT INION	DOMESTIC	PARTNERSHIP	
No. Requested Copies	Place of Event		County	Date of Event	
	City	State		/ / /	
Name of Spouses (name	given at birth or on birth certifica	nte / Maiden Name)			
Spouse A First		Middle	Last		
Spouse B First	•	Middle	Last	<u> </u>	
□   DEATH					
Name of Decedent	First	Middle	Last		
No. Requested Copies	Place of Death		County	Date of Death	
	City	State	<u> </u>		
Name of Decedent's Parents (name given at birth or on birth certificate / Maiden Name)					
Parent A First	1	Middle	Last		
Parent B First	1	Middle	Last		
Have you enclosed and completed all Completed Application Proof of Relationship  required information? Acceptable Forms of ID  Mailing Address Matches ID					
REG-37a SEP 17 Payment Type: □ Cash □ M/O □ Check □ Waived Amount: \$ □ ID Viewed Processed By:					
Credit					

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## 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 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:

- 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 Tinton Falls Clerk/Registrar's Office - 2nd floor 556 Tinton Avenue, Tinton Falls, NJ 07724	09:00 AM - 03:30 PM TUESDAY - THURSDAY	
Mailing Address:	Fees:	
same as above	\$10.00 per copy	

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.

## How do I prove relationship to the individual on record?

I want a certified copy of a: marriage license		
Self	If you are the individual on the record, you would be required to provide your identification and meet the requirements set forth in the application * See below	
I am the: Parent/legal guardian/legal representative	Provide your child's birth certificate naming you as the parent or provide the court order naming you the legal representative/guardian *See below	
I am the: Spouse/civil union partner/domestic.	Apply as if applying for "self"*See below	
I am the: Child	Provide your birth certificate naming your parents. *See below	
I am the: Sibling	Provide your birth certificate and your sibling's birth certificate naming at least one parent as the same. *See below	
I am the: Grandchild	Provide your birth certificate naming your parents, your parent's birth certificate that names your grandparent as their parent. *See below	

I want a certified copy of a: death certificate			
Self	Not applicable		
I am the: Parent/legal guardian/legal representative	Provide your child's birth certificate naming you as the parent or provide the court order naming you the legal representative/guardian. *See below		
I am the: Spouse/civil union partner/domestic partner	Provide a copy of your marriage/civil license/ domestic partnership. *See below		
I am the: Child	Provide your birth certificate naming your parents. *See below		
I am the: Sibling	Provide your birth certificate and your siblings birth certificate naming at least one parent as the same. *See below		
I am the: Grandchild	Provide your birth certificate naming your parents, your parent's birth certificate that names your grandparent as their parent. *See below		

I want a certified copy of a: birth certificate			
Self	If you are the individual on the record you would be required to show identification and meet the requirements set forth in the application. *See below (marriage/civil union license)		
I am the: Parent/legal guardian/legal representative	Identification provided would have to match on of the names listed on the birth certificate of the child. *See below		
I am the: Spouse/civil union partner/domestic partner	Provide a copy of your marriage/civil license/ domestic. *See below		
I am the: Child	Provide your birth certificate naming your patents. *See below		
I am the: Sibling	Provide your birth certificate naming your parents, at least one parent must be the same as on the record. *See below		
I am the: Grandchild	Provide your birth certificate, your parents birth certificate that names your grandparent as the parent. *See below		

	Other:
I am the: Attorney/Executor/Executrix	1. The executor of an estate must provide proof of the appointment as executor 2. The legal representative of the executor of an estate must provide proof of legal retainer by the executor in addition to proof of the executor's appointment 3. The legal representative of an individual that is eligible to receive the record must provide proof of legal retainer by the eligible individual and their proof of relationship.

\*If your name has changed, proof of the change of name would need to be established. This can be established with a birth certificate (birth certificate must indicate parents' names), marriage license or court ordered name change.

Grandparents are not entitled to their grandchild's vital records unless there is a court order.