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

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***