APPLICATION FOR A NON-GENEALOGICAL CERTIFICATION OR CERTIFIED COPY OF A VITAL RECORD

New Jersey Department of Health
Vital Statistics and Registry
P.O. Box 370 - Trenton, NJ 08625-0370

Click here to complete an application online, or visit: http://www.nj.gov/health/vital/

☐ *Certified Copy* ☐ **Certified Copy** for an **Apostille Seal** ☐ *Certification*	**Requestor's Relationship to Person on Record** *(proof is required for certified copy)*	**Requestor's Signature** **Date** *(of request)* / /

Name of Requestor

First *Middle*

Last

Current Mailing Address *(must match address on ID)*

Street

City *State* *Zip Code*

Email Address @ .

Daytime Phone Number ( ) -

Reasons for Request

- ☐ Passport
- ☐ Driver's License
- ☐ School / Sports
- ☐ Veterans' Benefits
- ☐ Social Security Card / Benefits
- ☐ Medicare
- ☐ Welfare / Disability
- ☐ Other: _____

☐ BIRTH

Child's Name at Birth	*First*	*Middle*	*Last*	
No. Requested Copies	**Place of Birth** *City*	*State*	**County**	**Date of Birth** / /

Name of Child's Parents *(name given at birth or on birth certificate / Maiden Name)*

Parent A *First* *Middle* *Last*

Parent B *First* *Middle* *Last*

If Child's name was changed:

New Name *Describe Change:*

☐ MARRIAGE ☐ CIVIL UNION ☐ DOMESTIC PARTNERSHIP

No. Requested Copies	**Place of Event** *City*	*State*	**County**	**Date of Event** / /

Name of Spouses *(name given at birth or on birth certificate / Maiden Name)*

Spouse A *First* *Middle* *Last*

Spouse B *First* *Middle* *Last*

☐ DEATH

Name of Decedent	*First*	*Middle*	*Last*	
No. Requested Copies	**Place of Death** *City*	*State*	**County**	**Date of Death** / /

Name of Decedent's Parents *(name given at birth or on birth certificate / Maiden Name)*

Parent A *First* *Middle* *Last*

Parent B *First* *Middle* *Last*

Have you enclosed and completed all required information?
Do not send original documents. Copies only

- ☐ Completed Application
- ☐ Payment
- ☐ Proof of Relationship
- ☐ Acceptable Forms of ID
- ☐ Mailing Address Matches ID

REG-27a
APR 19
J1023

FOR STATE USE ONLY			
Payment Type: ☐ Cash ☐ M/O ☐ Check ☐ Waived	**Amount:** $	☐ **ID Viewed**	**Processed By:**

New Jersey Department of Health
Vital Statistics and Registry

APPLICATION PROCESS FOR OBTAINING A COPY OF A *NON-GENEALOGICAL* VITAL RECORD

- **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. The Office of Vital Statistics and Registry has records beginning January 1901.
- **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.

  To get an Apostille Seal, first obtain a certified copy of the vital record from the State Office of Vital Statistics and Registry by checking the Apostille Seal box on the application. You will receive a certified copy of the vital record with the original signature of the State Registrar or Assistant State Registrar. **You must forward this document to the New Jersey Department of Treasury, which issues the Apostille Seal.** (www.state.nj.us/treasury/revenue/dcr/programs/apostilles.htm)

Applications for a certification or certified copy of a **Non-Genealogical** record **require** the applicant to provide a completed application, valid proof of identity[1], payment of the fee[2] 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,
- The subject's spouse/civil union partner, domestic partner; child, grandchild or sibling, if of legal age
- A state or federal agency for official purposes, or
- Pursuant to a court order.
- A bank, title or insurance company requesting a copy of a death certificate for official business.

Applications filed in person will require the applicant to provide the original of the above documents, whereas applications filed by mail will require the applicant to provide copies of the documents.

NOTE: ALL items are required, except Social Security Number which is only required for Bank, Title, and Insurance Companies requesting copies of death certificates.

DO NOT USE this form to request a Certified Copy of a Certificate of Birth Resulting in Stillbirth. Use form **REG-68**, which is available on the department's website at: www.nj.gov/health/vital/vital.shtml. Follow the instructions carefully.

Please use this link to fill out form REG-27a: http://www.nj.gov/health/forms/reg-27a.pdf

The Ventnor City Bureau of Vital Statistics accepts walk-in application at the location shown below. Please call (609) 823-7904 for days and times. Applications filed by mail must include a self-addressed, stamped envelope along with payment and documentation. **Please use this link to fill out form REG-27a: http://www.nj.gov/health/forms/reg-27a.pdf**

Mailing Address:	Walk-In Service Only:
Ventnor City Bureau of Vital Statistics **Room 5, City Hall** **6201 Atlantic Ave.** **Ventnor, NJ 08406**	**Ventnor City Bureau of Vital Statistics** **Room 5, City Hall** **6201 Atlantic Ave.** **Ventnor, NJ 08406**

[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/tax return for current or previous year.

[2] The fee for each certified copy is $10 per copy. **Make check or money order payable to "CITY OF VENTNOR." Do NOT mail CASH!!!**