Borough of Glassboro Vital Statistics and Registry 1 South Main Street Glassboro, NJ 08028

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

Certified Copy	Requestor's Relationship to	Requestor's Signature	
Certified Copy for an Apostille Seal	Person on Record (proof is required for certified copy	(v	
Certification		Date (of request) / /	
Name of Requestor		Reasons for Request	
First Middle		Passport Driver's License	
Last		School / Sports	
Current Mailing Address (must match address on ID) Veterans' Benefits			
Street		Social Security Card / Benefits Medicare	
City State	Zip Code	Welfare / Disability	
Email Address	Daytime Phone Number	Other:	
@ .	() -		
BIRTH			
Child's Name at Birth First	Middle	Last	
No. Requested Copies Place of Birth		County Date of Birth	
City	State	/ /	
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 C	CIVILIUNION	DOMESTIC PARTNERSHIP	
No. Requested Copies Place of Event		County Date of Event	
City	State	/ /	
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		County Date of Death	
City	State		
Name of Decedent's Parents (name given at birth or o	n birth certificate / Maiden Name)	-	
Parent A First	Middle	Last	
Parent B First	Middle	Last	
Have you enclosed and completed all	Completed Application	on Proof of Relationship	
required information?	Payment	Acceptable Forms of ID	
	— i ауніспі	Mailing Address Matches ID	
REG-37a SEP 17 Payment Type: □ Cash □ M/O □ Check □	FOR STATE USE ONLY Waived Amount: \$	□ ID Viewed Processed By:	

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 identity¹, payment of the fee and, if requesting a certified copy, proof that establishes you are:

- o 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;
- 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: http://nj.gov/health/vital/registration-vital/stillbirth/.

Location Address:	Hours of Operation:	
Borough of Glassboro Vital Statistics and Registry 1 South Main Street Glassboro, NJ 08028	8:30 AM - 4:30PM Monday-Friday 856-881-9230 Ext. 88199	
Mailing Address:	Fees:	
Borough of Glassboro Vital Statistics and Registry 1 South Main Street Glassboro, NJ 08028	Certified Copies\$20.00	

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.