

BOROUGH OF GLASSBORO

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"Summit City USA"

BOROUGH CLERK'S OFFICE
1 South Main Street
Glassboro, NJ 08028-2592
Fax: 856-881-4248

Borough of Glassboro Website
www.glassboro.org

To the Requestor:

When applying for a vital statistic record it is imperative that you legibly complete the appropriate areas of the request form in order for our office to process your request. **For example**, if you are requesting a copy of a marriage certificate you will have to complete the top section of the form as the "Requestor" with your current name, physical address, relationship to person of record, telephone number, application date and reason for the request.

Next, complete the box for the specific vital record you are requesting, (ie: birth, marriage, civil union, domestic partnership or death). Be sure to fully complete all appropriate areas which identify the desired record. Without a fully complete application, the Office of Vital Statistics is unable to process your request.

Please be sure to indicate the number of Certificates you wish to obtain: **Certified copies are \$20.00 each and payment may be made by personal check/certified check/money order.**

In addition to your completed vital record request form, please provide our office with a notarized copy of your current driver's license with the following phrase: **"I swear/affirm that this is a true copy of my driver's license."** The copy of your license **MUST** have the notary's seal on it. **If it does not have the seal your documents will be returned to you and your request will not be processed.**

Once the above steps have been completed please mail the items to:

**The Borough of Glassboro
Registrar of Vital Statistics
1 South Main Street
Glassboro, NJ 08028**

Should you have any questions or concerns please feel free to contact our office at (856)-881-9230 ext. 88199.

Sincerely,

Registrar of Vital Statistics