



Township of Branchburg

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www.branchburg.nj.us

OFFICE OF REGISTRAR OF VITAL STATISTICS

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

<input type="checkbox"/> I would like a Certified Copy		If available, I prefer the format of the Certified Copy to be:		
<input type="checkbox"/> I will be forwarding the Certified Copy for an Apostille Seal		<input type="checkbox"/> a Computer Generated copy of the original		
<input type="checkbox"/> I would like a Certification		<input type="checkbox"/> a Digital Image/Photocopy of the original		
Name of Applicant		Relationship to person on record (Proof is required if a Certified Copy is requested)		
Current Mailing Address (Must Match address on ID)		Reason for Request <input type="checkbox"/> Passport <input type="checkbox"/> Drivers License <input type="checkbox"/> School Sports <input type="checkbox"/> Veterans' Benefits <input type="checkbox"/> Social Security Card <input type="checkbox"/> Social Security Disability <input type="checkbox"/> Other SS Benefits <input type="checkbox"/> Medicare <input type="checkbox"/> Welfare <input type="checkbox"/> Other _____		
City	State			Zip
Daytime Telephone Number				
Applicants Signature				Date of Application

<input type="checkbox"/> BIRTH	Full Name of Child at Time of Birth		No. of Copies Requested
	Place of Birth (City, Town or Township)		County
	Exact Date of Birth		
	Child's Mother's Full Maiden Name		Child's Father's Name (if recorded on the record)
	If Child's Name Was Changed, Indicate New Name and How It Was Changed		
<input type="checkbox"/> MARRIAGE <input type="checkbox"/> CIVIL UNION <input type="checkbox"/> DOMESTIC PARTNERSHIP	Name of Husband/Partner		No. of Copies Requested
	Maiden Name of Wife/Partner		Exact Date of Event
	Place of Event (City, Town or Township)		County
<input type="checkbox"/> DEATH	Name of Deceased		Social Security Number
	Exact Date of Death		Place of Death (City, Town or Township)
	Maiden Name of Deceased Individual's Mother		Name of Deceased Individual's Father
			No. of Copies Requested

Please bring this completed application along with the following:

- Payment
 Acceptable Forms of ID
 Proof of Relationship
 Mailing Address Matched ID

OFFICE USE ONLY			
Payment Type:	Payment Amount:	ID Viewed:	Processed By:
<input type="checkbox"/> Cash <input type="checkbox"/> M/O <input type="checkbox"/> Check <input type="checkbox"/> Waived	\$		



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 NJ State Bureau of Vital Statistics and Registration has records beginning January 1901.
- **Certified Copies** have a 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 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 Bureau of Vital Statistics and Registration 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.

Applications for a certification or certified copy of a Non-Genealogical record require the applicant to provide a completed, application, valid proof of identity¹, payment of the fees² 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.

¹ Valid photo driver's license or phone 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 certified copies are: \$25.00 for marriage/birth certificates; \$10.00 for certified death certificate; all certifications: 75 cents per page