

TOWNSHIP OF EAST BRUNSWICK
REGISTRAR OF VITAL STATISTICS - MUNICIPAL CLERK'S OFFICE - (732-390-6850)
P O BOX 1081
EAST BRUNSWICK, NJ 08816

APPLICATION FOR A NON-GENEALOGICAL CERTIFICATION OR CERTIFIED COPY OF A VITAL RECORD
APLICACIÓN PARA COPIAS CERTIFICADAS Ó CERTIFICACIONES DE REGISTROS CIVILES NO-ANCESTRO

<input type="checkbox"/> I would like a Certified Copy . <i>(Quiero una copia certificada.)</i>		If available, I prefer the format of the certified copy to be: <i>(Prefiero:)</i>	
<input type="checkbox"/> I will be forwarding the Certified Copy for an Apostille Seal . <i>(Enviaré esta copia certificada para ser Apostillada.)</i>		<input type="checkbox"/> Computer Generated copy of original. <i>(Copia del Original-Generado por Computadora)</i>	
<input type="checkbox"/> I would like a Certification . <i>(Quiero una certificación.)</i>		<input type="checkbox"/> Digital Image/Photocopy of original. <i>(Imagen Digital/Fotocopia del Original)</i>	
Name of Applicant <i>(Nombre de Apicante)</i>		Relationship to person on record (Proof is required if certified copy requested.) <i>[Relación al individuo (Prueba es requerida para copia certificada.)]</i>	
Current Mailing Address (Must Match address on ID) <i>[Dirección Postal (Debe coincidir con identificación)]</i>		Reasons for Request: <i>(Motivo de solicitud)</i>	
City (Ciudad) State (Estado) Zip Code (Codigo Postal)		Daytime Telephone Number (Número Telefónico)	
Applicant's Signature (Firma del Apicante)		Date of Application (Fecha)	
		<input type="checkbox"/> Passport (Pasaporte) <input type="checkbox"/> Driver's License (Licencia de Conducir) <input type="checkbox"/> School/Sports (Escuela/Deportes) <input type="checkbox"/> Veterans' Benefits (Beneficios veteranos) <input type="checkbox"/> Social Security Card (Tarjeta Seguro Social) <input type="checkbox"/> Social Security Disability (SSI / Incapacidad) <input type="checkbox"/> Other SS Benefits (Otros beneficios de seguro social) <input type="checkbox"/> Medicare (Medicare) <input type="checkbox"/> Welfare (Asistencia Pública) <input type="checkbox"/> Other (Otro)	

<input type="checkbox"/> BIRTH (NACIMIENTO)	Full Name of Child at Time of Birth <i>(Nombre Completo al Nacer)</i>		No. Requested Copies <i>(No. de Copias)</i>
	Place of Birth (City, Town) <i>[Lugar de Nacimiento (Ciudad, Pueblo)]</i>	County <i>(Condado)</i>	Exact Date of Birth <i>(Fecha de Nacimiento)</i>
	Child's Mother's Full Maiden Name <i>(Nombre completo de soltera de la Madre)</i>		Child's Father's Name (if on record) <i>[Nombre del Padre (si esta registrado)]</i>
	If the Child's Name was Changed, Indicate New Name and How it was Changed: <i>(Si el nombre del niño fue cambiado, indique el nuevo nombre y como fue cambiado):</i>		
<input type="checkbox"/> MARRIAGE (MATRIMONIO) <input type="checkbox"/> CIVIL UNION (UNIÓN CIVIL) <input type="checkbox"/> DOMESTIC PARTNERSHIP (SOCIEDAD DOMÉSTICA)	Name of Husband/ Partner <i>(Nombre de Esposo/Pareja)</i>		No. Requested Copies <i>(No. de Copias)</i>
	Maiden Name of Wife/ Partner <i>(Nombre Soltera de Esposa/Pareja)</i>		Exact Date of Event <i>(Fecha Exacta del Evento)</i>
	Place of Event (City, Town) <i>[Lugar del Evento (Ciudad, Pueblo)]</i>		County <i>(Condado)</i>
<input type="checkbox"/> DEATH (DEFUNCIÓN)	Name of Deceased <i>(Nombre del Fallecido)</i>		Social Security Number (See Note) <i>[Numero de Seguro Social (Ver Indice)]</i>
	Exact Date of Death <i>(Fecha Exacta del Evento)</i>	Place of Event (City/Town) <i>[Lugar del Evento (Ciudad, pueblo)]</i>	County <i>(Condado)</i>
	Maiden Name of Deceased Individual's Mother <i>(Nombre Soltera de la Madre)</i>		Name of Deceased Individual's Father <i>(Nombre del Padre)</i>

Application Check List: Have you enclosed and completed all required information?

(Lista Comprobada: ¿A Usted Incluido y Completado Toda la Información Requerida en la Aplicación?)

- All Items on Application
 Payment
 Acceptable Forms of ID
 Proof of Relationship
 Mailing Address Matches ID
(Todo Artículos en la Aplicación) (Pago) (Identificación Aceptable) (Prueba de Parentesco) (Dirección Postal Coincidente con ID)

FOR MUNICIPAL USE ONLY			
Payment Type: Cash M/O Check Waived	Payment Amount \$	ID Viewed:	Processed By:

- **Non-Genealogical Records** are births occurring within the last 80 years or if the individual is still living, marriage occurring within the last 50 years, deaths occurring within the last 40 years and all civil union and domestic partnership records. The State Bureau of Vital Statistics and Registration 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. Issued by the State Bureau of Vital Statistics and Registration.
- **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 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 fee² 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 State's website at: www.state.nj.us/health/vital/vital.shtml. Follow the instructions carefully.

Mailing Address: Township of East Brunswick Registrar of Vital Statistics – Municipal Clerk's Office P O Box 1081 East Brunswick, NJ 08816	Walk-In Service Only: Municipal Clerk's Office 732-390-6850 1 Jean Walling Civic Center Drive East Brunswick, New Jersey 08816 Hours: 9:30 a.m. to 4:30 p.m.
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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 the previous 90 days) or W-2/tax return for current or previous year.

² The fee for a certified copy is \$10.00 per copy. **MAKE CHECK PAYABLE TO: TOWNSHIP OF EAST BRUNSWICK**