

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

- **Non-Generalogical 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 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.
- **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](http://www.state.nj.us/treasury/revenue/dcr/programs/apostilles.htm), 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-Generalogical** 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 department's website at: www.state.nj.us/health/vital/vital.shtml. Follow the instructions carefully.

The Township of Egg Harbor accepts walk-in applications at the location shown below. Office hours are 8:30 AM through 4:00 PM, Monday – Friday, excluding State holidays. There is up to a one-hour processing time and you must submit your application by 3:30 PM to obtain your certified copy the same day.

Mailing Address and/or Walk in Service:

Township of Egg Harbor
3515 Bargaintown Road
Egg Harbor Township, NJ 08234

DISCLOSING THE CAUSE OF DEATH

In order for the Registrar to release a full certified copy, disclosing the cause of death, a certification, authorizing the release of said information must be filed with the registrar by one of the following:

1. Executor, administrator of the estate or authorized representative of the decedent.
2. Surviving spouse or domestic partner.
3. If there is no spouse or domestic partner then by another authorized member of the family (Which means direct lineage including brother, sister, or grandchildren of deceased and decedent's children that are of legal age).
4. A parent, guardian or other individual authorized under the state law to act in a minor's behalf.
5. Funeral Director of record, responsible for the funeral or disposition of the body; or,
6. The Commissioner of Health and Senior Services, at his or her discretion in the event that a deceased person has neither an authorized representative nor next of kin as defined above.

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 the search and resulting record is \$8; additional copies of the same record ordered at the same time are \$5 each. Additional years searched for No Record of Marriage are \$1 per year. **Make check or money order payable to "Township of Egg Harbor." Do NOT mail CASH!!!**