

**Borough of Chatham
54 Fairmount Ave
Chatham NJ 07928**

973 635 0674 Ext. 205

To Whom It May Concern:

On April 24, 2002 Governor James E. McGreevey signed an Executive Order that will reduce instances of forgery and fraud in the issuance of vital records, including Birth, Marriage and Death certificates.

The Executive Order requires that the local registrar only issue certified copies of a vital record to persons who are subject of the vital record, or are the subject's parent, legal guardian, spouse, child, grandchild or sibling, if of legal age. Certified copies can also be obtained in certain other limited circumstances such as upon a court order, request from a government agency for official purposes or under other emergent circumstances.

It is necessary when requesting vital records that proof be provided to the local registrar to authenticate the identity of the person and his or her relationship with the subject of the vital record.

The individual requesting a record of Birth, Death or Marriage must provide **exact information** on a form provided by the Borough of Chatham. The relationship between the requestor and the person named on the form provided will be the determining factor in deciding whether the Registrar of Vital Statistics issues a Certified Copy of the record.

- Exact names as recorded on record.
- Exact place where event occurred.
- Exact date of the event. - Multiple years will not be searched.
- Birth- Exact Mother's Maiden Name/Exact Fathers Name
Death- Name of Deceased Mother/Father

In addition to the above stated information you must provide a Photo ID with an address or one (1) additional form of ID with address or two (2) alternate forms of ID such as Non-Photo Drivers License, Vehicle Registration Insurance Card, Voter Registration, Passport, Green Card, County ID, School ID, or Utility Bill.

The cost of a Certified Copy in the Borough of Chatham is **\$15.00 ea.** Copies will only be sent to address on ID if requested by mail. **Please make check out to Borough of Chatham and mail to the above address.**

Anne Mandal
Registrar of Vital Statistics
973-635-0674 x 205

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

<input type="checkbox"/> Certified Copy <input type="checkbox"/> Certified Copy for an Apostille Seal <input type="checkbox"/> Certification	Requestor's Relationship to Person on Record <i>(proof is required for certified copy)</i>	Requestor's Signature _____ Date (of request) / /
Name of Requestor First _____ Middle _____ Last _____ _____ Current Mailing Address (must match address on ID) Street _____ City _____ State _____ Zip Code _____		Reasons for Request <input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> School / Sports <input type="checkbox"/> Veterans' Benefits <input type="checkbox"/> Social Security Card / Benefits <input type="checkbox"/> Medicare <input type="checkbox"/> Welfare / Disability <input type="checkbox"/> Other: _____
Email Address _____ @ _____ . _____	Daytime Phone Number () - _____	

<input type="checkbox"/> BIRTH			
Child's Name at Birth First _____ Middle _____ Last _____ _____			
No. Requested Copies	Place of Birth City _____ State _____	County	Date of Birth / /
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 _____	

<input type="checkbox"/> MARRIAGE	<input type="checkbox"/> CIVIL UNION	<input type="checkbox"/> DOMESTIC PARTNERSHIP	
No. Requested Copies	Place of Event City _____ State _____	County	Date of Event / /
Name of Spouses (name given at birth or on birth certificate / Maiden Name)			
Spouse A	First _____ Middle _____ Last _____		
Spouse B	First _____ Middle _____ Last _____		

<input type="checkbox"/> DEATH			
Name of Decedent First _____ Middle _____ Last _____ _____			
No. Requested Copies	Place of Death City _____ State _____	County	Date of Death / /
Name of Decedent's Parents (name given at birth or on birth certificate / Maiden Name)			
Parent A	First _____ Middle _____ Last _____		
Parent B	First _____ Middle _____ Last _____		

Have you enclosed and completed all required information?

- | | |
|--|---|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Proof of Relationship |
| <input type="checkbox"/> Payment | <input type="checkbox"/> Acceptable Forms of ID |
| | <input type="checkbox"/> Mailing Address Matches ID |

FOR STATE USE ONLY			
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> M/O <input type="checkbox"/> Check <input type="checkbox"/> Waived	Amount: \$ _____	<input type="checkbox"/> 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 Non-Genealogical 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:

- 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
- requesting pursuant to a court order.

To request a certified copy of a Certificate of Birth Resulting in Stillbirth, 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: Name of Local Health Department Vital Statistics and Registry Address - City, State, Zip	Hours of Operation: XX:XX AM - XX:XX PM Day - Day
Mailing Address: Name of Local Health Department Vital Statistics and Registry Address - City, State, Zip	Fees: Service\$XX.XX Service\$XX.XX Service\$XX.XX Service\$XX.XX Service\$XX.XX Service\$XX.XX Service\$XX.XX Service\$XX.XX

Click to Lock & Save Form w/ Local Info

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 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.