

OFFICE OF THE MUNICIPAL CLERK AND REGISTRAR OF VITAL STATISTICS
ROBIN HOUGH, BOROUGH CLERK/CMR
DARLENE TREMONT, CMR, DEPUTY REGISTRAR

Instructions for filling out the application request for a certified copy

The event (birth, death, marriage/civil union/domestic partnership) must have occurred in Franklin Borough for us to provide you a certified copy of the vital record.

Please fill out the top section for Application, relationship**, reason for request, address, telephone number, and then sign and date the application.

Select the type of vital record being requested – birth, marriage/civil union/domestic partnership, or death. Then fill out the information requested on the form for that type of record. You must be able to fully identify the record by filling in all requested fields for that vital record.

You must include a copy of acceptable identification such as;

- **A current, valid photo driver's license or photo non-driver's license with current address; OR**
- **A current, valid driver's license without photo and one alternate form of ID with current address; OR**
- **Two alternate forms of ID, one of which must have your current address.**

Alternates forms of ID are:

- **Vehicle registration**
- **Vehicle insurance card**
- **Voter registration**
- **US/Foreign Passport**
- **Immigrant Visa**
- **Permanent Resident Card (Green Card)**
- **Federal/State ID**
- **County ID**
- **School ID**
- **Bank Statement (within previous 90 days)**
- **Utility Bill (within the previous 90 days)**
- **Tax Return or W-2 for current/previous tax year**

** To get a certified copy of a person's vital record, you must provide proof of your relationship to the person named in the requested vital record, and the proof must establish that you are one of the following:

- **The subject of the record;**
- **The subject's parent, legal guardian or legal representative**
- **The subject's spouse/civil union partner, child, grandchild or sibling, if of legal age;**
- **A state or federal agency for official purposes; or**
- **Pursuant to court order.**

If you are looking for a certified copy of:

- **Your own birth certificate and you have assumed your spouse's/civil union partner's surname – you must provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.**
- **Your child's birth certificate – you don't need any additional documents.**
- **Your spouse's/civil union partner's birth certificate – you must provide a copy of your marriage/civil union certificate.**
- **Your parent's or sibling's vital record – you must provide a copy of your birth certificate.**
- **Your grandparent's vital record – you must establish that you are the person's grandchild by providing proof that links the name on your ID to the name of the grandparent (provide your marriage/civil union certificate to show your name at birth, provide your birth certificate to identify your parent, provide your parent's birth certificate to identify the grandparent).**

If you are not a person qualified to get a certified copy of a record, but you are helping a person receive a certified copy of a vital record they are eligible to receive – you must show your valid ID and a notarized, written release authorizing you to get the record on that person's behalf, OR you can supply a written release from the person you are helping along with a copy of that person's valid photo ID.

Payment: Please send a check in the amount of \$10.00 per copy requested made payable to Franklin Borough along with a self address stamped envelope.