Borough of Franklin BOH Vital Statistics and Registry 46 Main Street, Franklin, NJ 07416 973-827-9280 ext. 101 or 100

## APPLICATION FOR A <u>NON-GENEALOGICAL</u> CERTIFICATION OR CERTIFIED COPY OF VITAL RECORD

☐ Certified Copy ☐ Certified Copy for a	n Apostille Seal	Requestor's Relationship to Person on Record (proof is required for certified copy		Signature			
Certification	, , , , , , , , , , , , , , , , , , ,	(proof is required for certified copy	Date (of request	v) / /			
Name of Requestor			Reasons for R	Request			
First	Middle	· ·	Passport Driver's License				
Last			School /	Sports			
Current Mailing Addres	SS (must match address on ID)		l house	s' Benefits ecurity Card / Benefits			
Street		Medicar	e				
City	State	Zip Code	Welfare Other:	/ Disability			
Email Address		Daytime Phone Number					
	<u>@</u> .						
BIRTH							
Child's Name at Birth First Middle		Middle	Last				
No. Requested Copies	Place of Birth		County	Date of Birth			
	City	State		/ /			
	S (name given at birth or on birth		lact				
Parent A First Parent B First		Aiddle Aiddle	Last Last				
If Child's name was cha		woote	2031				
New Name Describe Change							
MARRIAGE		IVIL UNION	DOMESTIC	PARTNERSHIP			
No. Requested Copies	Place of Event		County	Date of Event			
N	City	State		/ /			
Name of Spouses (name given at birth or on birth certificate / Maiden Name)  Spouse A First Middle Last							
Spouse A First Spouse B First		Middle	Last				
☐ DEATH							
Name of Decedent	First	Middle	Last				
No. Requested Copies	Place of Death		County	Date of Death			
Name of Decedent's Pa	City	State  birth certificate / Maiden Name)		/ /			
			1				
Parent A First		Aiddle	Last				
Parent B First	۸	Middle	Last				
	Have you enclosed and completed all Completed Application Proof of Relationship						
Have you enclosed an	d completed all	Completed Applicatio	required information?				
		= ' ' '	<u>—</u>	•			
		= ' ' '	Accep	•			
required information		Payment  FOR STATE USE ONLY	Accep	table Forms of ID			

## 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: <a href="http://www.state.nj.us/treasury/revenue/apostilles.shtml">http://www.state.nj.us/treasury/revenue/apostilles.shtml</a>.

Applications for a certification or certified copy of a <u>Non-Genealogical</u> record require the applicant to provide a completed application, valid proof of identity<sup>1</sup>, payment of the fee and, if requesting a certified copy, proof that establishes you are:

- the subject of the record;
- o the subject's parent, legal guardian or legal representative;
- o the subject's spouse/civil union partner, domestic partner, child, grandchild or sibling, if of legal age;
- o a state or federal agency for official purposes; or
- o requesting pursuant to a court order.

To request a certified copy of a <u>Certificate of Birth Resulting in Stillbirth</u>, use form REG-68, which is available on the New Jersey Department of Health website at: <a href="http://nj.gov/health/vital/registration-vital/stillbirth/">http://nj.gov/health/vital/registration-vital/stillbirth/</a>.

Location Address:	Hours of Operation:	
Borough of Franklin Vital Statistics and Registry 46 Main Street Franklin, NJ 07416	8:30 AM - 4:00 PM Monday - Friday Phone: 973-827-9280 ext. 101/100 Fax: 973-827-9279	
Mailing Address:	Fees:	
Borough of Franklin Vital Statistics and Registry 46 Main Street Franklin, NJ 07416	Certified Birth\$10.00 ea. Service\$XX.XX Certified Marriage\$10:00 ea. Service\$XX.XX Certified Death\$10.00 ea Service\$XX.XX Service\$XX.XX	

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.