## APPLICATION FOR A GENEALOGICAL CERTIFICATION OR CERTIFIED COPY OF A VITAL RECORD

Certified Copy Certified Copy for an Apostille Seal		Requestor's Relationship to Person on Record (proof is required for partified energy)		Requestor's Signature				
		required for certified copy)						
Certification				Date o	Date of Request / /			
Name of Requestor						Reasons for Request		
First Middle						Genealogy		
Last			Dual Citizenship					
Current Mailing Address (must match address on ID)								
Street Other:								
City State Zip Code								
Email Address Day			Daytime Phone	hone Number				
	@	•	()	-				
BIRTH (OVER 80 YEARS AGO)								
Child's Name at Birth	I's Name at Birth First Middle				Last			
No. Requested Copies	Place of Birth (op	tional)			County	Date of Birth / Years (to search)		
	City		State					
Name of Child's Parents (name given at birth or on birth certificate / Maiden Name) (optional)								
Parent A First					Last			
Parent B First		Middle			Last			
If Child's name was ch	anged:							
New Name	1	Describe Change						
MARRIAGE (OVE	R 50 YEARS AGO)							
No. Requested Copies		Place of Event (optional)			County	Event Date / Years (to search)		
	City		State		-			
Name of Spouses (name given at birth or on birth certificate / Maiden Name)								
Spouse A First	-	Middle			Last			
Spouse B First		Middle			Last			
DEATH (OVER 40 YEARS AGO)								
Name of Decedent	First Middle		Лiddle	1		Last		
No. Requested Copies	Place of Death (o	otional)			County	Date of Death / Years (to search)		
	City		State					
Name of Decedent's P	arents (name given at	birth or on birth ce	rtificate / Maiden Nam	ne) (option	nal)			
Parent A First	Middle				Last			
Parent B First		Middle			Last			
Have you enclosed and completed all Completed Application Proof of Relationship								
required information?								
						Mailing Address Matches ID		

	FOR STATE USE ONLY						
REG-38a MAY 18 Pay	yment Type: Cash M/O Check Waived	Amount:	\$	ID Viewed	Processed By:		

- **Genealogical Records** are birth occurring more than 80 years ago (unless the individual is still living), marriages occurring more than 50 years ago and deaths occurring more than 40 years ago.
- **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 Office of Vital Statistics and Registry by checking the Apostille Seal box on the application. You will receive a certified copy of the vital record issued by the State Office of Vital Statistics and Registry. You must forward this document to the <u>New Jersey Department of Treasury</u>, 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 <u>Genealogical</u> record require the applicant to provide a completed application, valid proof of identity<sup>1</sup>, payment of the fee<sup>2</sup> and if requesting a certified copy, proof that establishes you are:

- 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.

## All genealogy applications must be filed by mail and require the applicant to provide copies of the above documents.

## NOTE: ALL items not marked as optional are required.

Hours of Operation:
Fees:

<sup>&</sup>lt;sup>1</sup> 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 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 state (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.