

Requirements to apply for Certified Copies

Where do I apply for certified copies?

- Applications for certified copies should be made in the municipality in which the event took place.
- Certified copies can also be obtained through the New Jersey Office of Vital Statistics and Registry.
 - The New Jersey Office of Vital Statistics and Registry will issue certifications. As per township ordinance, Medford Township does not.

How do I apply for certified copies of a vital record?

- An **application** for certified copies must be filled out in its entirety.
 - The applicant must be able to completely identify the record. There are no exceptions, if the record cannot be identified as prescribed on the application, certified copies cannot be issued.
- **Application can be submitted by mail** or in person.
 - If an application is submitted by mail, please provide a self-addressed stamped envelope that matches the address on the application for the record to be returned to.
 - Applications made in person **require an appointment**.
 - **Hours: Monday - Friday from 8:30AM-4:30PM**

Why do I need a certified copy?

- Certified copies, with a raised seal, are the true copy of a primary document; the pink copy that is retained by the couple after the ceremony is not a legal document.
- After a marriage/ civil union you will need certified copies to do the following:

Change your name with Motor Vehicles	Health insurance coverage
Social Security	Passport
Banking	For your records

What is needed to apply for certified copies?

- Provide proof of relationship to the individual on the record
- Provide proof of identification
- Proof of residency (the proof of residency must match what is written on the application)

What are acceptable forms of identification for the issuance of certified copies?

- A valid photo driver's license with current address (primary- no secondary documentation listed below required)
- A valid photo non-driver's license with current address (primary- no secondary documentation listed below required)
- A valid driver's license without photo and an alternate form of ID with current address (secondary documentation listed below required)

What are acceptable forms of proof of residency for the issuance of certified copies?

*(Two (2) of the following will be required if you are not able to provide proof of identification listed above **one of which must have an address**)

Vehicle registration card	US/Foreign passport (other item must state current address)
Vehicle insurance card	Permanent residence card (green card)
Voter registration card	Federal/State/County/ Municipal ID (other item must state current address)
Utility/tax bill (last 90 days)	W-2 for current or the previous year
Bank statement (last 90 days)	*please note that the State has decided that a lease or deed no longer suffices as proof of residency*

How much do certified copies cost?

- \$25.00 for the first copy and \$5.00 for each additional copy
- \$25.00 for the first amendment and \$5.00 for each additional prepared by the township.

Notes:

- The registrar will not confirm or deny the existence of a record being on file without an application being completed. For security purposes the registrar will not disclose over the phone if we are in receipt of a record.

How do I prove relationship to the individual on record?

I want a certified copy of a: <u>marriage license</u>	
Self	If you are the individual on the record, you would be required to provide your identification and meet the requirements set forth in the application * See below
I am the: Parent/legal guardian/legal representative	Provide your child's birth certificate naming you as the parent or provide the court order naming you the legal representative/guardian * See below
I am the: Spouse/civil union partner/domestic partner	Apply as if applying for "self"* See below
I am the: Child	Provide your birth certificate naming your parents. * See below
I am the: Sibling	Provide your birth certificate and your sibling's birth certificate naming at least one parent as the same. * See below
I am the: Grandchild	Provide your birth certificate naming your parents, your parent's birth certificate that names your grandparent as their parent. * See below

I want a certified copy of a: <u>death certificate</u>	
Self	Not applicable
I am the: Parent/legal guardian/legal representative	Provide your child's birth certificate naming you as the parent or provide the court order naming you the legal representative/guardian. * See below
I am the: Spouse/civil union partner/domestic partner	Provide a copy of your marriage/civil license/ domestic partnership. * See below
I am the: Child	Provide your birth certificate naming your parents. * See below
I am the: Sibling	Provide your birth certificate and your sibling's birth certificate naming at least one parent as the same. * See below
I am the: Grandchild	Provide your birth certificate naming your parents, your parent's birth certificate that names your grandparent as their parent. * See below

I want a certified copy of a: <u>birth certificate</u>	
Self	If you are the individual on the record you would be required to show identification and meet the requirements set forth in the application. * See below (marriage/civil union license)
I am the: Parent/legal guardian/legal representative	Identification provided would have to match on of the names listed on the birth certificate of the child. * See below
I am the: Spouse/civil union partner/domestic partner	Provide a copy of your marriage/civil license/ domestic. * See below
I am the: Child	Provide your birth certificate naming your parents. * See below
I am the: Sibling	Provide your birth certificate naming your parents; at least one parent must be the same as on the record. * See below
I am the: Grandchild	Provide your birth certificate, your parent's birth certificate that names your grandparent as the parent. * See below

Other:	
I am the: Attorney/Executor/Executrix	1. The executor of an estate must provide proof of the appointment as executor 2.The legal representative of the executor of an estate must provide proof of legal retainer by the executor in addition to proof of the executor's appointment 3. The legal representative of an individual that is eligible to receive the record must provide proof of legal retainer by the eligible individual and their proof of relationship.
*If your name has changed, proof of the change of name would need to be established. This can be established with a birth certificate (birth certificate must indicate parents' names), marriage license or court ordered name change.	
Grandparents are not entitled to their grandchild's vital records unless there is a court order.	