

Department of Vital Statistics

FEE: \$10.00 Certified Copy
 Birth or Marriage Certificates
 ALL Certifications are \$5.00

FEE: \$20.00 for 1 copy/\$2.00 ea. add'l
 Death Certificates

**APPLICATION FOR A NON-GENEALOGICAL CERTIFICATION OR CERTIFIED COPY OF A VITAL RECORD
 APLICACIÓN PARA COPIAS CERTIFICADAS Ó CERTIFICACIONES DE REGISTROS CIVILES NO-ANCESTRO**

<input type="checkbox"/> I would like a Certified Copy . (Quiero una copia certificada.) <input type="checkbox"/> I would like a Certification . (Quiero una certificación.) Documents in need of an Apostille Seal must be obtained from the State. (Registros que necesitan un Sello de Apostille, deben ser obtenidos por la Oficina Estatal.)			Preferred format (if available): (Prefiero:) <input type="checkbox"/> Computer-generated copy of original. (Copia del Original-Generado por Computadora) <input type="checkbox"/> Digital Image/Photocopy of original. (Imagen Digital/Fotocopia del Original)		
Name of Applicant (Nombre de Apicante)		Relationship to person on record (Proof is required if certified copy requested.) [Relación al individuo (Prueba es requerida para copia certificada.)]		Reasons for Request: (Motivo de solicitud) <input type="checkbox"/> Passport (Pasaporte) <input type="checkbox"/> Driver's License (Licencia de Conducir) <input type="checkbox"/> School/Sports (Escuela/Deportes) <input type="checkbox"/> Veterans' Benefits (Beneficios veteranos) <input type="checkbox"/> Social Security Card (Tarjeta Seguro Social) <input type="checkbox"/> Social Security Disability (SSI / Incapacidad) <input type="checkbox"/> Other SS Benefits (Otros beneficios de seguro social) <input type="checkbox"/> Medicare (Medicare) <input type="checkbox"/> Welfare (Asistencia Pública) <input type="checkbox"/> Other (Otro) _____	
Current Mailing Address (Must Match address on ID) [Dirección Postal (Debe coincidir con identificación)]					
City (Ciudad)	State (Estado)	Zip Code (Codigo Postal)	Daytime Telephone Number (Número Telefónico)		
Applicant's Signature (Firma del Apicante)			Date of Application (Fecha)		

<input type="checkbox"/> BIRTH (NACIMIENTO)	Full Name of Child at Time of Birth (Nombre Completo al Nacer)		No. Requested Copies (No. de Copias)	
	Place of Birth (City, Town) [Lugar de Nacimiento (Ciudad, Pueblo)] Lakewood Township		County (Condado) Ocean	
	Full Name of Child's Parent A (List name given at birth or on birth certificate/Maiden name) [Nombre completo de Padre/Madre A (Inscrito en el acta de nacimiento o de soltera)]			
	Full Name of Child's Parent B (if on record) (List name given at birth or on birth certificate/Maiden name) [Nombre completo de Padre/Madre B (si el registro) (Inscrito en el acta de nacimiento o de soltera)]			
If the Child's Name was Changed, Indicate New Name and How it was Changed: (Si el nombre del niño fue cambiado, indique el nuevo nombre y como fue cambiado):				
<input type="checkbox"/> MARRIAGE (MATRIMONIO) <input type="checkbox"/> CIVIL UNION (UNIÓN CIVIL) <input type="checkbox"/> DOMESTIC PARTNERSHIP (SOCIEDAD DOMÉSTICA)	Full Name of Spouse A/Partner A (List name given at birth or on birth certificate/Maiden name) [Nombre completo de Pareja A (Inscrito en el acta de nacimiento o de soltera)]		No. Requested Copies (No. de Copias)	
	Full Name of Spouse B/Partner B (List name given at birth or on birth certificate/Maiden name) [Nombre de Esposo/Pareja (Inscrito en el acta de nacimiento o de soltera)]		Exact Date of Event (Fecha Exacta del Evento)	
	Place of Event (City, Town) [Lugar del Evento (Ciudad, Pueblo)] Lakewood Township		County (Condado) Ocean	
<input type="checkbox"/> DEATH (DEFUNCIÓN)	Name of Deceased Individual (Nombre del Fallecido)			
	Exact Date of Death (Fecha Exacta del Evento)		No. Requested Copies (No. de Copias)	
	Place of Event (City/Town) [Lugar del Evento (Ciudad, Pueblo)] Lakewood Township		County (Condado) Ocean	
	Full Name of Deceased Individual's Parent A (List name given at birth or on birth certificate/Maiden name) [Nombre completo de Padre/Madre A (Inscrito en el acta de nacimiento o de soltera)]		Full Name of Deceased Individual's Parent B (List name given at birth or on birth certificate/Maiden name) [Nombre completo de Padre/Madre B (Inscrito en el acta de nacimiento o de soltera)]	

Application Checklist: Have you enclosed and completed all required information?

(Lista Comprobada: ¿A Usted Incluido y Completado Toda la Información Requerida en la Aplicación?)

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> All Items on Application
(Todo Artículos en la Aplicación) | <input type="checkbox"/> Payment
(Pago) | <input type="checkbox"/> Acceptable Forms of ID
(Identificación Aceptable) | <input type="checkbox"/> Proof of Relationship
(Prueba de Parentesco) | <input type="checkbox"/> Mailing Address Matches ID
(Dirección Postal Coincidente con ID) |
|--|--|---|--|--|

FOR OFFICIAL USE ONLY

Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> M/O <input type="checkbox"/> Check <input type="checkbox"/> Waived	Payment Amount: \$	ID Viewed:	Processed By
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TOWNSHIP OF LAKEWOOD
Vital Statistics
231 Third Street
Lakewood NJ 08701
732) 364-2500 Ext. 5236

Vital Statistics is responsible for registering all births, deaths, marriages, civil unions and Domestic partnerships.

To obtain certified copies, you may mail your request or come into the office at:
Lakewood Municipal Building
231 Third Street
Second Floor, Room 17
Lakewood, NJ 08701

Fees for Certified Copies:

Birth and Marriage copies are \$10.00 a copy.

Death copies are \$20.00 for the first copy and \$2.00 each additional copy.

We accept cash, money orders or checks. You should make your check or money order payable to Lakewood Township. Do not send cash through the mail. The mailing address is above.

Note: Include a self-addressed, stamped envelope to expedite your request.

There are specific individuals who can obtain a Vital Record:

- The subject of legal age
- The parents of the subject
- A brother or sister of legal age with proof of the relationship
- The spouse, the child and grandchild of legal age showing proof of the relationship
- The legal guardian or legal representative with court documentation/Letter of retainer

REQUIRED IDENTIFICATION:

For all certified copies, proper identification is required. A valid photo driver's license showing your current address and signature or *two* of the following – *one* of which must show current address – must be provided:

- A State issued DMV ID
- A vehicle registration
- A vehicle insurance card
- A county ID (not expired)
- A passport, voter registration, school ID, green card, a utility bill or bank statement received within the last three months, tax returns for current or previous year.

In addition, a female requesting her birth certificate is required to provide her marriage certificate if her identification is in her married name.

Vital statistics will not certify a birth, death, marriage, civil union or domestic partnership record unless the person who is making the request is able to provide the following information:

- The exact name that is currently recorded on the record
- The exact date of the event
- The mother's full maiden name
- The father's name on the record (when recorded)

If your name has changed since the date of the vital record, please include documentation to show how the name change occurred. (For example if you have been married, please include a copy of your marriage certificate.) Please see following page for information on how to prove relationship for other family records.

People who are homeless can obtain a certified record with the help of a social worker or homeless shelter coordinator and they can provide their identification.

People who are incarcerated can provide legal imprisonment, conviction papers or release documents that include the name, social security number and all possible aliases used in the past or identification from a prison/probation official.

HOW TO PROVE RELATIONSHIP

If you are requesting a certification (an informational copy of a vital record not valid for legal purposes), you do not need to provide proof of relationship, but you may be required to state the information requested to obtain the record (depending on how many years have passed since the event.)

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.

If you have assumed your spouse's/civil union partner's last name you must also provide a copy of your marriage/Civil Union certificate to link the name on your current ID to the name on 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.

For example, if you changed your last name after marriage/civil union and want a grandparent's vital record, you must:

1. Provide your marriage/civil union certificate to show your name at birth,
2. Provide your birth certificate to identify your parent, and
3. Provide the 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.

If you are an attorney

Who is Executor of an estate

You must supply proof of appointment as the executor.

Who is the legal representative of the executor of an estate

You must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.

Who is the legal representative of an individual that is eligible to receive a certified copy of a vital record

You must supply proof of legal retainer by the eligible individual and their proof of relationship.

Who needs a certified copy of a vital record and you are not the legal representative of an eligible person.

You must obtain a court order directing the State Registrar to issue a certified copy of the record. A subpoena is not sufficient to issue a copy of a vital record.

REQUESTING A CERTIFICATION OF A GENEALOGICAL RECORD

GENEALOGICAL RECORDS (FAMILY HISTORY RESEARCH) ARE:

BIRTH, DEATH AND MARRIAGE RECORDS FOR PEOPLE WHO ARE DECEASED

AND WHERE:

- **THE BIRTH OCCURRED MORE THAN 80 YEARS AGO**
- **THE MARRIAGE OCCURRED MORE THAN 50 YEARS AGO**
- **THE DEATH OCCURRED MORE THAN 40 YEARS AGO**

YOUR REQUEST CANNOT BE PROCESSED AS A GENEALOGICAL REQUEST IF THE PERSON NAMED ON THE RECORD IS STILL LIVING OR THE EVENT WAS MORE RECENT THAN LISTED ABOVE.

PROOF OF RELATIONSHIP IS NOT REQUIRED IF YOU ARE REQUESTING A CERTIFICATION, WHICH IS AN UNCERTIFIED INFORMATIONAL COPY OF THE VITAL RECORD WHICH IS NOT VALID FOR ESTABLISHING IDENTITY OR LEGAL PURPOSES.

YOU MUST IDENTIFY THE RECORD BY PROVIDING THE FOLLOWING INFORMATION:

- **FULL NAME ON THE RECORD**
- **CITY OR COUNTY WHERE THE EVENT OCCURRED**
- **YEAR THE EVENT OCCURRED**

THE FOLLOWING MUST BE SENT WITH YOUR APPLICATION:

- **A COPY OF YOUR I.D. FOR PROOF OF IDENTITY (SEE ACCEPTABLE FORMS OF I.D.)**
- **\$5.00 MONEY ORDER PAYABLE TO LAKEWOOD TOWNSHIP**