Rutherford Health Department 184 Park Avenue - Rutherford, NJ 07070 Tel: 201-460-3020 - Fax: 201-460-3021 healthdept@rutherford-nj.com

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

Certified Copy Certified Copy for an Apostille Seal		Requestor's Relationship to Person on Record (proof is required for certified copy)			Requestor's Signature			
Certification				D	Date (of request) / /			
Name of Requestor Reasons for Request								
First Middle					Passport Driver's License			
Last					School / Sports			
Current Mailing Address (must match address on ID) Veterans' Benefits Social Security Card / Benefits							ts	
Street					Medicare			
City State			Zip Code		☐ Welfare / Disability ☐ Other:			
Email Address			Daytime Phone Number					
e . () - 								
BIRTH								
Child's Name at Birth	rth First		Middle		Last	-00		
No. Requested Copies Place of Birth				Coun	ty	Date of Birth		
N	Gity RUTHERFORD		State NJ		ERGEN	/ /		
Name of Child's Parents (name given at birth or on birth certificate / Maiden Name) Parent A First Middle Last								
Parent B First Middle				Last				
If Child's name was changed:								
New Name			Describe Change					
MARRIAGE		W #1 1.16	VION		DOMESTIC	PARTNERSHIP		
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No. Requested Copies	Place of Event City RUTHERFORD	IVIL UN	State NJ	Coun	NAME AND ADDRESS OF TAXABLE PARTY.	Date of Event	1.44,75 (
No. Requested Copies Name of Spouses (name)	Place of Event		State NJ	Coun	ty	Date of Event		
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No. Requested Copies Name of Spouses (name Spouse A First Spouse B First DEATH Name of Decedent No. Requested Copies Name of Decedent's Parent A First	Place of Event City RUTHERFORD given at birth or on birth certificate First Place of Death City RUTHERFORD	ate / Maid Middle Middle M n birth cer Middle	Stote N.J den Name) Middle State N.J	Coun	Last Last Last Last Last Last Last Last	Date of Event / / Date of Death		
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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: http://www.state.nj.us/treasury/revenue/apostilles.shtml.

Applications for a certification or certified copy of a <u>Non-Genealogical</u> record <u>require</u> the applicant to provide a completed application, valid proof of identity¹, payment of the fee and, if requesting a certified copy, proof that establishes you are:

- the subject of the record;
- 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;
- a state or federal agency for official purposes; or
- 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: http://nj.gov/health/vital/registration-vital/stillbirth/.

Location Address:	Hours of Operation:			
Rutherford Health Department 184 Park Avenue Rutherford, NJ 07070	8:30 AM - 4:30 PM Monday - Friday - Except Holidays Make check and/or money order payable to: Rutherford Health Department			
Mailing Address:	Fees:			
Rutherford Health Department 184 Park Avenue Rutherford, NJ 07070	All certified copies are \$5.00 per copy.			

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, U5/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 malled 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.