

APPLICATION PROCESS FOR OBTAINING A COPY OF A NON-GENEALOGICAL VITAL RECORD

- **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.
- **Applications** for a certified copy of a non-genealogical record require the applicant to provide a completed application, valid proof of identity, payment of the fee and proof that establishes you are:
 1. The subject of the record.
 2. The subject's parent, legal guardian or legal representative.
 3. The subject's spouse/civil union partner, domestic partner; child, grandchild or sibling, if of legal age.
 4. A state or federal agency for official purposes.
 5. Pursuant to a court order.
 6. A bank, title or insurance company requesting a copy of a death certificate for official business.
- **Identification** accepted to prove Identity:

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/tax return for current or previous year.

Applications filed in person will require the applicant to provide the original of the above documents, whereas applications filed by mail will require the applicant to provide copies of the documents.

TOWNSHIP OF LONG BEACH
APPLICATION FOR A NON-GENEALOGICAL CERTIFIED COPY

NAME: _____ DATE: _____

ADDRESS: (must match address on ID) _____

DAYTIME PHONE NUMBER: _____

RELATIONSHIP TO THE NAMED BELOW: _____

NUMBER OF CERTIFICATES REQUESTED: _____

(\$25.00 1st copy, \$10.00 each copy after, ordered at the same time.)

(Make check or money order made payable to "Long Beach Township".) DO NOT MAIL CASH!!!

REASON FOR REQUEST: _____

SIGNATURE: _____

BIRTH CERTIFICATE: (if requesting birth certificate)

FULL NAME AT TIME OF BIRTH: _____

EXACT DATE OF BIRTH: _____

PLACE OF BIRTH: _____

FULL MAIDEN NAME OF CHILD'S MOTHER: _____

NAME OF CHILD'S FATHER: _____

MARRIAGE, CIVIL UNION OR DOMESTIC PARTNERSHIP CERTIFICATE:

EXACT DATE OF EVENT: _____

FULL NAME OF HUSBAND/PARTNER: _____

FULL MAIDEN NAME OF WIFE/PARTNER: _____

PLACE OF EVENT: _____

DEATH CERTIFICATE: (if requesting death certificate)

FULL NAME OF DECEASED: _____

EXACT DATE OF DEATH: _____

FATHER'S NAME: _____

FULL MAIDEN NAME OF MOTHER: _____

PLACE OF EVENT: _____

Application check List: Have you enclosed and completed all required information?

___ All items on Application ___ Payment ___ Acceptable forms of ID

___ Mailing address matches ID

Mail to: Long Beach Township
6805 Long Beach Blvd,
Brant Beach, NJ 08008
Attn: Sharon