

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

FULL NAME OF REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

CURRENT MAILING ADDRESS: *(must match address on ID)* \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

RELATIONSHIP OF REQUESTOR TO PERSON ON RECORD: \_\_\_\_\_

NUMBER OF CERTIFICATES REQUESTED: \_\_\_\_\_

\$25.00 first copy, \$10.00 each additional copy

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

REASON FOR REQUEST: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**BIRTH CERTIFICATE**

FULL NAME AT TIME OF BIRTH: \_\_\_\_\_

EXACT DATE OF BIRTH: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_

FULL MAIDEN NAME OF MOTHER: \_\_\_\_\_

FULL NAME OF FATHER: \_\_\_\_\_

**MARRIAGE, CIVIL UNION, OR DOMESTIC PARTNERSHIP CERTIFICATE**

FULL NAME OF SPOUSE 1: \_\_\_\_\_  
*(Name given at birth or on birth certificate / Maiden Name)*

FULL NAME OF SPOUSE 2: \_\_\_\_\_  
*(Name given at birth or on birth certificate / Maiden Name)*

EXACT DATE OF EVENT: \_\_\_\_\_

PLACE OF EVENT: \_\_\_\_\_

**DEATH CERTIFICATE**

FULL NAME OF DECEASED: \_\_\_\_\_

EXACT DATE OF DEATH: \_\_\_\_\_

PLACE OF DEATH: \_\_\_\_\_

FULL MAIDEN NAME OF MOTHER: \_\_\_\_\_

FULL NAME OF FATHER: \_\_\_\_\_

**Have you enclosed and completed all required information?**

\_\_\_\_\_ Completed Application      \_\_\_\_\_ Payment Type      \$\_\_\_\_\_ Amount      \_\_\_\_\_ Mailing Address Matches ID

\*\*\*If requesting by mail, please include a self-addressed stamped envelope\*\*\*

Long Beach Township  
6805 Long Beach Blvd  
Brant Beach, NJ 08008  
Attn: Danielle La Valle, RMC / CMR

For Administrative Use Only

\_\_\_\_\_ *Proof of Relationship (if applicable)*    *Mail / Pick-up*    *Safety Paper No:* \_\_\_\_\_    *Processed By:* \_\_\_\_\_

## 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:

- the subject of the record;
- the subject's parent, legal guardian, or legal representative;
- 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.

**Identification** accepted to prove identity:

- Valid photo driver's license or photo non-driver's license showing current address **OR**
- Valid driver's license without photo and an alternate form of identification showing current address **OR**
- Two (2) alternate forms of identification, one of which must show the current address: 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 listed documents, whereas applications filed by mail will require the applicant to provide copies of the documents.

If requesting by mail, please include a self-addressed stamped envelope.

*Please call Long Beach Township's Vital Statistics Office to make an appointment during regular business hours from 9:00am–4:00pm on Monday–Friday, excluding State holidays.*

Danielle La Valle, RMC / CMR  
(609) 361-6691  
Long Beach Township  
6805 Long Beach Blvd  
Brant Beach, NJ 08008