



BERKELEY TOWNSHIP BOARD OF HEALTH

P.O. BOX B, BAYVILLE, N.J. 08721

Phone: 732-244-7400 ext 208

Fax: 732-505-0145

Email: registrar@twp.berkeley.nj.us

Dear Sir or Madam:

To receive a copy of a Vital Record, you must be the bride or groom, parent of either, child or grandchild of either, sibling, legal guardian or representative, or court ordered. Please complete the enclosed request and return to my attention at the above address with a check or money order for the requested copies. Please note copy fees are \$5.00 per copy. Please make checks payable to: Berkeley Township. A copy of a photo I.D. must accompany this request and this request must be notarized.

If this form is not filled out in its entirety your request will be denied.

Respectfully yours,
Karen Stallings
Deputy Registrar

CERTIFICATION

I, _____, _____
(Your Name) (Relationship to Bride or Groom)

Request a Certified Copy of the Marriage Of:

_____ and _____
(Grooms Full Name as it appears on the Certificate) (Brides Full Maiden Name as it appears on the Certificate)

whose Marriage occurred on _____, hereby authorize the issuance of _____
(Date of Marriage) (Number)

certified copies of the record of Marriage of the above-mentioned. I certify that the above information supplied by me is true and I am aware that I am subject to punishment if I have falsely supplied the above information.

Sworn to and subscribed before me

Signature of Requestor this _____ day of _____ 20 _____

(Signature of Officer Administering Oath)

Table with 2 columns: PLACE OF MARRIAGE (Please Include Municipality), ADDRESS (where document is to be sent to); Mothers Maiden Names of both the Bride & Groom, City, State, Zip Code; Fathers Names of both the Bride & Groom, Phone Number

Reason for Request: _____

APPLICATION REQUIREMENTS FOR CERTIFIED COPIES

A Completed Application for Genealogical or Non-Genealogical Copy of a Vital Record

Valid Identification: 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 alternate forms of ID, one of which must show the current address

Vehicle Registration Card

Vehicle Insurance Card

Voter Registration Card

US/Foreign Passport

Immigrant Visa

Permanent Residence Card (Green Card)

Federal/State ID

School ID

Utility Bill or Bank Statement (within last 90 days)

W-2 for current or the previous tax year

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.

If you are looking for a **certified copy**, proof of relationship is required 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
- Pursuant to court order

To establish proof of relationship for.....

Your own birth certificate your valid ID is acceptable; however, if you have assumed your spouse's or civil union partner's surname, provide a copy of your marriage or civil union certificate to link the name on your current ID to the name on your birth certificate.

Your child's birth certificate, if the name on your identification matches the name of the child's parent then your identification will establish your relationship. If your current name does not match the name as recorded on the birth certificate, as the parent you will need to supply a copy of your marriage or civil union certificate or legal name change.

Your spouse's/civil union partner's birth record, provide a copy of your marriage/civil union certificate.

Your parent's or sibling's vital record, provide a copy of **YOUR** birth certificate with parents' names.

Your grandparent's vital record, you must establish that you are the person's grandchild by linking 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 an attorney looking for a **certified copy** of a record and are....

An executor of an estate, you must supply proof of appointment as the executor.

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.

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.

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.

In need of a vital record and 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.



May 2016

E-MAIL: townshipclerk@twp.berkeley.nj.us or registrar@twp.berkeley.nj.us