

CITY OF SOUTH AMBOY

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APPLICATION FOR A NON-GENEALOGICAL CERTIFICATION OR CERTIFIED COPY OF A VITAL RECORD

Name of Applicant _____

Relationship to person on record. Proof required

Address: _____

Phone Number

Purpose of Record

Signature _____

Date

BIRTH RECORD

Name of Child _____

No Requested Copies _____

Place South Amboy/Middlesex

Exact Date of Birth _____

Name of Father _____ Name of Mother (Maiden) _____

MARRIAGE/CIVIL UNION/DOMESTIC PARTNERSHIP RECORD

Name of Spouse A: _____ No. Requested Copies _____

Name of Spouse B: _____ Exact Date of Event _____

Place South Amboy/Middlesex

DEATH CERTIFICATE RECORD

Name of Deceased _____ No. Requested Copies _____

Place: South Amboy / Middlesex Exact Date of Event _____

FEE: CASH OR MONEY ORDER 25.00 1st copy 2.00 /copy each additional

OFFICIAL USE ONLY

ID VIEWED _____

ID _____

CERTIFICATE (s) NO: _____

PAYMENT: CASH / MONEY ORDER/WAIVED

AMOUNT: _____

APPLICATION PROCESS FOR OBTAINING A COPY OF 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. The Bureau of Vital Statistics and Registration has records beginning January 1901.

Certified Copies have 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 legal documents.

Apostille Seal – an Apostille Seal is an additional seal required for certain certified record 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 of establishing dual citizenship. Contact the consulate of the country involved to determine if you need an Apostille Seal.

To get an Apostille Seal. First obtain a certified copy of the vital record from the State Bureau of Vital Statistics and Registration by checking the Apostille Seal box on the application. You will receive a certified copy of the vital record with the original signature of the

Applications for a certification or certified copy of a **Non-Genealogical** record **require** the applicant to provide a completed application, valid proof of identity, 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
- 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
- Pursuant to a court order
- A bank, title or insurance company requesting a copy of a death certificate for official business.

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

ACCEPTABLE FORMS OF ID: 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 the previous 90 days) or W-2/tax return for current or previous year

South Amboy Office of Vital Statistics accepts walk-in application between the hours of 10:00 am and 3:00 pm Monday through Friday, excluding holidays. There is up to a 30 minute processing time and you must submit application by 2:30 to obtain your certified copy the same day.

WALK-IN 25.00 1ST copy CASH ONLY
2.00 each additional copy

MAIL: 25.00 1ST copy MONEY ORDER ONLY
2.00 each additional copy

140 N Broadway
2nd Floor - Tax Office
South Amboy, NJ 08879

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South Amboy, NJ 08879

Website www.southamboynj.gov

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