

INSTRUCTIONS FOR GETTING CERTIFIED COPIES

Fill out the Application for a Non-Genealogical Certification or Certified Copy of a Vital Record (REG-37a). A certified copy of a vital statistics record can only be issued to those individuals who have a direct link to the individual(s) named on the vital record, and provided that the requestor is able to completely identify the record. NO EXCEPTIONS, IF THE RECORD CANNOT BE IDENTIFIED AS PRESCRIBED ON THE APPLICATION, CERTIFIED COPIES CANNOT BE ISSUED.

Proof of relationship is required that establishes you are:

- The subject of the record
- The subject's parents, 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
- Requesting pursuant to a court order

Provide valid proof of identity

The following are acceptable forms of ID:

A current, valid photo driver's license or photo non-driver's license with current address

---OR

A current, valid driver's license without photo and one alternate form of ID, both with current address

---OR

Two alternate forms of ID, both of which must have current address.

Alternate forms of ID are:

Vehicle registration

Vehicle insurance card

Voter registration

US/Foreign Passport

Immigrant Visa

Permanent Resident Card (Green card)

Federal/State ID

County ID

School ID

Bank Statement (within previous 90 days)

Utility bill (within the previous 90 days)

W-2 for current/previous tax year

Proof of residency (the proof of residency must match what is written on the application).

The fee for certified copies is \$5.00 per copy. Payment can be made by cash, check or money order made payable to the "Township of Clinton". Please note we do not accept Credit or Debit cards.

You can apply in person OR mail your completed application along with copies of the proof and fee.

If you are requesting a Certified Copy of a vital statistics record by mail, please send copies of your identification, do not send any original documents. Payments through the mail can be made by check or money order (NO CASH).

1. Please send the following:
 - a. Completed Application Form
 - b. Copies of Identification
 - c. Payment (\$5.00 - per copy)

Mail your request to:
Registrar of Vital Statistics
Township of Clinton
1225 Route 31 South
Lebanon, NJ 08833