

Borough of Bradley Beach Vital Statistics and Registration

APPLICATION FOR A CERTIFICATION OR A CERTIFIED COPY OF A VITAL RECORD

A **Certification** of a vital record event is issued to those individuals with a distant or no relationship to the individual(s) listed on the vital record. It is issued for informational purposes only and cannot be used for legal or identification purposes.

A **Certified Copy** of a vital record event is issued to those individuals who have a direct link to the individual(s) named on the vital record event, as identified in Governor McGreevey's Executive Order 18, and provided that the requestor is able to identify the vital record and can provide proof of his identity and relationship. A Certified Copy will contain the raised Great Seal of the State of New Jersey and can be used for legal or identification purposes.

PLEASE TYPE OR PRINT CLEARLY! ALL ITEMS ARE REQUIRED UNLESS NOTED OTHERWISE. * PROOF OF IDENTITY IS REQUIRED. MAKE CHECK OR MONEY ORDER PAYABLE TO "BOROUGH OF BRADLEY BEACH". DO NOT MAIL CASH.

| | | | | | |
|--------------------------------|---|---|---|-------------------------|------------------|
| Name of Applicant | | Relationship to Person Named on Requested Record <i>(Proof may be required.)</i> | Why is record being requested? <input type="checkbox"/> Passport <input type="checkbox"/> Driver License <input type="checkbox"/> School/Sports <input type="checkbox"/> Social Security Card <input type="checkbox"/> Soc. Sec. Disability <input type="checkbox"/> Other Soc. Sec. Benefits <input type="checkbox"/> Veterans Benefits <input type="checkbox"/> Medicare <input type="checkbox"/> Welfare <input type="checkbox"/> Genealogy <input type="checkbox"/> Other: _____ | | |
| Street Address | | | | | |
| City | State | Zip Code | | | Telephone Number |
| Signature of Applicant | | Date of Application | | | |
| <input type="checkbox"/> BIRTH | Full Name of Child at Time of Birth | | | No. of Copies Requested | |
| | Place of Birth (City, Town or Township) | | | County | |
| | Exact Date of Birth | Name of Hospital (Optional) | | | |
| | Mother's Full Maiden Name | | Father's Name (if recorded on the record) | | |
| | If Child's Name Was Changed, Indicate New Name and How It Was Changed | | | | |

DO NOT use this form to request a Certified Copy of a Certificate of Birth Resulting in Stillbirth. Use form REG-68 which is available on the Department's website at: www.state.nj.us/health/vital/vital.shtml. Follow the instructions carefully.

| | | | |
|---|--|---|--------------------------------|
| <input type="checkbox"/> MARRIAGE | Name of Husband/Civil Union Partner | | No. of Copies Requested |
| | Maiden Name of Wife/Civil Union Partner | | Exact Date of Ceremony |
| <input type="checkbox"/> CIVIL UNION | Place of Marriage/Civil Union (City, Town or Township) | | County |
| <input type="checkbox"/> DOMESTIC PARTNERSHIP | Name of Partner | | No. of Copies Requested |
| | Name of Partner | | Exact Date Registered |
| | Place Where Domestic Partnership Registered (City, Town or Township) | | County |
| <input type="checkbox"/> DEATH | Name of Deceased | | Social Security No. (See Note) |
| | | | No. of Copies Requested |
| | Exact Date of Death | Place of Death (City, Town or Township) | County |
| Mother's Full Maiden Name | | Father's Name (if recorded on the record) | |

NOTE: Social Security Number is only required for Insurance, Title and Bank Companies requesting copies of Death records.

* Births occurring over 80 years ago, marriages occurring over 50 years ago and deaths occurring over 40 years ago are considered genealogical and therefore exact information is not required. You may provide only the name of the individual recorded on the vital record, the county where the event occurred and the year the event occurred. Multiple years may be searched at a fee of \$1.00 per additional year searched.

| FOR STATE USE ONLY | | | |
|---|-----------------------|------------|---------------|
| Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> M/O <input type="checkbox"/> Check <input type="checkbox"/> Waived | Payment Amount: \$ | ID Viewed: | Processed By: |

Borough of Bradley Beach

APPLICATION FOR CERTIFIED COPY OF VITAL RECORD(S) PLEASE PRINT OR TYPE

Make Check or Money Order payable to:
"Borough of Bradley Beach"
Do Not Mail Cash or Stamps

FEES: \$10.00 per Certified Copy of a Vital Record

VITAL RECORDS ARE NEVER FAXED. Your certified record request will be sent via regular mail unless you make other arrangements with our office.

ADDRESS YOUR ENVELOPE TO:

Registrar of Vital Statistics
Borough of Bradley Beach
701 Main Street
Bradley Beach, NJ 07720

Phone 732 776-2999 ext 10 or 11

Vital Statistics will no longer accept a request to search for and certify a birth, marriage, domestic partnership or death record from our files unless the person who is making the request is able to provide the Registrar with the following information and qualifies to receive a certified copy pursuant to Executive Order No. 18. The following information must be complete:

- A) The exact name(s) that is currently recorded on the birth, marriage, domestic partnership or death record. (first-middle-last)
- B) The exact place of birth, marriage, domestic partnership or death. (city)
- C) The exact date of birth, marriage, domestic partnership or death. (month-day-year)
- D) The mother's maiden name.
- E) The father's name. (when recorded)

Acceptable Forms of Identification

A valid photo driver's license or photo non-driver's license.

OR

A valid driver's license without photo and an alternate form of ID with current address.

OR

Two alternate forms of ID with current address.

Alternate Forms of ID:

- Vehicle registration
- Insurance card
- Voter registration
- Passport
- Green card
- County ID
- School ID
- Utility bill (within the previous 90 days)
- Bank Statement (within previous 90 days)
- Tax Return for current or previous year