



## How to Obtain a Certified Copy of Death

**\*\* PLACE OF DEATH MUST BE IN LUMBERTON TOWNSHIP \*\***

*Death Certificates are **NOT** public records.*

*Only immediate family members may obtain a copy of the record.*

**\*\* Immediate family members include SPOUSE, PARENT, GRANDPARENT, CHILD, SIBLING \*\***

- Complete and print the attached application and supply the required identification with the following information:
  - Applicant's Contact Information – current physical address (must match photo ID), telephone number, e-mail address
  - Full Name of Deceased at time of death
  - Date of Death (month/day/year)
  - Full Name of Deceased Mother's Name (first, middle, last MAIDEN name)
  - Full Name of Deceased Father's Name (first, middle, last name)
  - Place of Death – City, State, County
- Required Identification:
  - Applicant's VALID & CURRENT driver's license
  - Proof of Relationship – Lineage and Linkage
    - ex. Spouse - marriage certificate with raised seal, Parent/Child/Sibling- birth certificate showing parents names with raised seal, Grandparent – your birth certificate showing parents names with a raised seal and your parent's birth certificate showing their parents names with a raised seal
- **Cash or Check ONLY** - \$15.00 for your first copy and \$5.00 for each additional copy ordered at the same time.
  - Please note that the address on a Personal Check must be IN-STATE – we do not accept Out-Of-State Personal Checks. If you are out of state then you may pay by cash, cashier's check, or money order.

### In Person Requests

- Make an appointment by calling 609-267-3217
- Be sure that you have all of the above information with you and complete.

### Mail In Requests

- Mail your completed application along with the required identification & a self-addressed STAMPED envelope to:

Lumberton Township  
Office of Vital Statistics  
35 Municipal Drive  
Lumberton, NJ 08048

<input type="checkbox"/>	DEATH (OVER 40 YEARS AGO)		
Name of Decedent	First	Middle	Last
No. Requested Copies	Place of Death (optional) City	State	County
	Date of Death / Years (to search)		
Name of Decedent's Parents (name given at birth or on birth certificate / Maiden Name) (optional)			
Parent A	First	Middle	Last
Parent B	First	Middle	Last

- ☐ Proof of Relationship
- ☐ Acceptable Forms of ID
- ☐ Mailing Address Matches ID

INSTRUCTIONS FOR APPLICATION  
OBTAINING COPY OF GENEALOGICAL VITAL RECORDS

- **Genealogical Records** are birth occurring more than 80 years ago (unless the individual is still living), marriages occurring more than 50 years ago and deaths occurring more than 40 years ago.
- **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.
- **Certifications** are issued on plain paper with no seal and clearly indicate they are not valid for establishing identity or for legal purposes. Certifications are generally useful for genealogy. Certifications of death records do not contain the Social Security Number or the Cause of Death medical terminology.
- **Apostille Seal** – An Apostille Seal is an additional seal required for certain certified records 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 or 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 Office of Vital Statistics and Registry by checking the Apostille Seal box on the application. You will receive a certified copy of the vital record issued by the State Office of Vital Statistics and Registry. **You must forward this document to the [New Jersey Department of Treasury](http://www.state.nj.us/treasury/revenue/apostilles.shtml), which issues the Apostille Seal.** Additional information is available at:  
(<http://www.state.nj.us/treasury/revenue/apostilles.shtml>)

**Applications** for a certification or certified copy of a Genealogical record **require** the applicant to provide a completed application, valid proof of identity<sup>1</sup>, payment of the fee<sup>2</sup> and if requesting a certified copy, proof that establishes you are:

- 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.

**All genealogy applications must be filed by mail and require the applicant to provide copies of the above documents.**

**NOTE: ALL items not marked as optional are required.**

<b>Location Address:</b>  Township of Lumberton Vital Statistics and Registry 35 Municipal Drive, Lumberton, NJ 08048	<b>Hours of Operation:</b>  8:00 AM - 4:00 PM Monday - Friday
<b>Mailing Address:</b>  Township of Lumberton Vital Statistics and Registry 35 Municipal Drive, Lumberton, NJ 08048	<b>Fees:</b>  1st Copy.....\$15.00 each additional.....\$ 5.00

<sup>1</sup> 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. 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 state (within previous 90 days) or W-2 for current or previous year. Requests for records to be mailed to an address other than that which appears on the requestor's ID must be accompanied by a notarized letter which includes: A) the alternate address, and B) a written request to mail records to this alternate address.