

How to Obtain a Certified Copy of Birth

**** PLACE OF BIRTH MUST BE IN LUMBERTON TOWNSHIP ****

- 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
 - Person's Full Name at Time of Birth (first, middle, last name)
 - Place of Birth
 - Date of Birth (month/day/year)
 - Mother's Full Name (first, middle, last MAIDEN name)
 - Father's Full Name (first, middle, last name)
 - Place of Birth – City, State, County
- Required Identification:
 - Applicant's VALID & CURRENT driver's license
 - If you are applying for yourself and your name has changed due to marriage, you will need to provide a copy of your marriage with a raised seal. If your name has changed due to a legal court order or adoption, please list the name given per the court order or adoption and provide record.
 - If you are NOT the person on the record you are requesting then you MUST provide proof of relationship to person on record (ex: birth certificate with a raised seal with parents' name, marriage certificate with raised seal, etc.)
- **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 x103
- 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

**INSTRUCTIONS FOR APPLICATION
OBTAINING COPY OF GENEALOGICAL VITAL RECORDS**

**New Jersey Department of Health
Vital Statistics and Registry
P.O. Box 370 - Trenton, NJ 08625-0370**

- **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](#), 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 identity¹, payment of the fee² 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.

Mailing Address: New Jersey Department of Health <i>Office of Vital Statistics and Registry</i> PO Box 370 Trenton, NJ 08625-0370	Original vital records for New Jersey from May 1848 to 1916 are available from: <i>New Jersey State Archives</i> PO Box 307 Trenton, NJ 08625-0307
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¹ 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.

² The fee for the search and resulting record is \$25; additional copies of the same record ordered at the same time are \$2 each. Additional years can be searched at a fee of \$1 for each year searched. **Make check or money order payable to "Treasurer, State of New Jersey." DO NOT MAIL CASH!**