

# Instructions for obtaining Certified Copies of Non-Generalogical Records

## Birth, Death, Marriage, Civil Union and Domestic Partnership

Non-Generalogical Records (current events) are:

- Births occurring within the last 80 years
- Marriages occurring within the last 50 years
- Deaths occurring within the last 40 years
- All domestic partnerships and civil unions.

For all orders, the following **must** be sent with your application:

- all required copies of ID for proof of identity
- the correct fees
- copies of documents proving your relationship to the person named on the record **if obtaining a Certified Copy**

\*(See bottom of page for information to obtain a Certification or Generalogical Records)

**Your application will be returned if you do not send in all required documentation.**

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### **Step 1: Identify the non-generalogical record**

You must be able to fully identify the record by providing all of the information listed below on the application form. Your request cannot be accepted unless you provide the information below.

- Full name on the record
- City where the event occurred
- Exact date of the event (month, day and year)
- Mother's maiden name
- Father's name (if recorded on the record)
- For Marriage, Civil Union or Domestic Partnership - Instead of parents' names, you must provide the name of the spouse/partner.

### **Step 2: Provide Acceptable Identification**

You must provide acceptable ID in order to get a copy of any vital record. Copies of vital records **must** be mailed to the address listed on your identification.

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 with current address  
**OR**
- Two alternate forms of ID, one 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)
- Tax Return or W-2 for current/previous tax year

People who are homeless can have a social worker or the coordinator of the homeless shelter where they are temporarily residing submit a request on behalf of the homeless person. The request must be on their agency letterhead and provide the identifying information on the homeless person's vital record. The request must be accompanied by proof of employment by the agency and valid identification. The resulting copy of the vital record will be mailed to the agency.

People who are incarcerated can provide legal imprisonment, conviction papers or release documents that include the name, social security number and all possible aliases used in the past or identification from a prison/probation official.

**Please do not send in original ID documents. Only copies are required.**

### **Step 3: Payment of Fees**

The Office of Vital Statistics charges:

- \$15 for EACH Certified Copy (Birth, Marriage, Death, Civil Union, Domestic Partnership)
- Applications mailed in may be paid by check or money order made payable to: City of Elizabeth
- We cannot accept credit card payment by mail
- **Please do not send cash through the mail.**

### **Step 4: Proof of Relationship**

**ONLY required if ordering a certified copy of a vital record.**

To get a **certified copy** of a person's vital record, you must provide proof of your relationship to the person listed on the record **and** the proof must establish you are one of the following:

- The subject of the record
- The subject's parent, legal guardian or legal representative

- The subject’s spouse/civil union partner; child, grandchild or sibling, if of legal age
- A state or federal agency for official purposes
- Pursuant to court order

See the **How to Prove Relationship** tips at the bottom of this page for information on how to prove your relationship. This is a key requirement to getting a certified copy of a vital record.

**Failure to provide proof of relationship is the number one reason certified copy applications must be rejected.**

### Step 5: Submitting your completed application and supporting documents

Regardless of the where you place your order you will have to send with your application:

- all required copies of ID establishing your identity
- the correct fee, and
- copies of documents proving your relationship to the person named on the record, if you are ordering a certified copy

Your application will be returned if you do not send in all required information.

Submit your request and supporting documentation via one of the following order methods:

<p><b>Same-day Walk-in Service</b></p>	<p><b>Non-Genealogical Orders only</b></p> <p>Processed through Elizabeth Office of Vital Statistics. 50 Winfield Scott Plaza Room G12 Elizabeth, NJ 07201</p> <p>Monday – Friday 8am – 3:45pm</p> <p>Processing time is approximately 15 minutes.</p> <p>Payment accepted: cash or money order</p>
<p><b>Regular Requests</b></p>	<p><b>Mail Orders only</b></p> <p>Processed through Elizabeth Office of Vital Statistics. 50 Winfield Scott Plaza Room G12 Elizabeth, NJ 07201</p> <p>Mail requests are typically processed within 1 - 2 weeks.</p> <p>Payment accepted: check or money order</p>

### How to prove relationship for non-genealogical records

If you are requesting a **certification** (an informational copy of a vital record not valid for legal purposes), you **do not** need to provide proof of relationship. (See bottom of page for information)

If you are looking for a **certified copy** of

- **your own** birth certificate and you have assumed your spouse's/civil union partner's surname

you must provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.

- **your child's** birth certificate

you don't need any additional documents.

- **your spouse's/civil union partner's** birth certificate

you must provide a copy of your marriage/civil union certificate.

- **your parent's or sibling's** vital record

you must provide a copy of your birth certificate.

if you have assumed your spouse's/civil union partner's last name you must also provide a copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.

- **your grandparent's** vital record

you must establish that you are the person's grandchild by providing proof that links the name on your ID to the name of the grandparent.

For example, if you changed your last name after marriage/civil union and want a grandparent's vital record, you must:

1. Provide your marriage/civil union certificate to show your name at birth,
2. provide your birth certificate to identify your parent, and
3. provide the parent's birth certificate to identify the grandparent.

If you **are not** a person qualified to get a **certified copy** of a record

- but **you are helping** a person receive a certified copy of a vital record they are eligible to receive

you must show your valid ID and a notarized, written release authorizing you to get the record on that person's behalf OR, you can supply a written release from the person you are helping along with a copy of that person's valid photo ID.

If you are an **attorney**

- who is

executor of an estate

you must supply proof of appointment as the executor.

- who is the **legal representative of the executor** of an estate:

you must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.

- who is the **legal representative of an individual** that is eligible to receive a certified copy of a vital record:

you must supply proof of legal retainer by the eligible individual and their proof of relationship.

- who needs a certified copy of a vital record and **you are not the legal representative** of an eligible person:

you must obtain a court order directing the State Registrar to issue a certified copy of the record. A subpoena is not sufficient to issue a copy of a vital record.