

Instructions for Obtaining Copies of Genealogical Records

Genealogical Records (family history research) are:

- Birth, death and marriage records for people who are deceased **AND** where
- the birth occurred more than 80 years ago
- the marriage occurred more than 50 years ago
- the death occurred more than 40 years ago

Your request cannot be processed as a genealogical request if the person named on the record is still living or the event was more recent than listed above.

The Elizabeth Office of Vital Statistics holds records back to May 1848.

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 you are ordering a certified copy**

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

1. [Step 1: Identify the genealogical record](#)
2. [Step 2: Provide Acceptable Identification](#)
3. [Step 3: Payments of Fees](#)
4. [Step 4: Proof of Relationship](#)
5. [Step 5: Submitting your completed application and supporting documents](#)
6. [Proof of Relationship](#)

Step 1: Identify the genealogical record

You must identify the record by providing the following required information, if you provide the optional information it may assist us in locating the record.

Required Information:

- Full name on the record
- City or county where the event occurred
- Year the event occurred

Optional Information:

- Exact date of event
- Mother's maiden name
- Father's name
- Social security number (deaths only)

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
OR
- A current, valid driver's license without photo and one alternate form of ID
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)
- W-2 or tax return for current/previous tax year

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

Step 3: Payments of Fees

The Office of Vital Statistics and Registry charges

- \$8 for each **Certification** of a vital record; and
- \$2 for each additional copy of the same record ordered at the same time.

Applications mailed in may be paid by check or money order made payable to: City of Elizabeth. We cannot accept credit card payment.

Please do not send cash through the mail.

Step 4: Proof of Relationship

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

Proof of relationship is not required if you are asking for a certification, which is an uncertified informational copy of the vital record which is not valid for establishing identity or legal purposes.

To get a **certified copy** you must provide proof of your relationship to the person listed on the vital 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 or domestic 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 are rejected.

Step 5: Submitting your completed application and supporting documents

You must include the following 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 following order method:

Regular Requests	Mail Orders only Processed through Elizabeth Office of Vital Statistics. 50 Winfield Scott Plaza Room G12 Elizabeth, NJ 07201 Genealogical requests by mail are typically processed within 2 - 4 weeks.
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Proof of Relationship

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

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.

If you are requesting a **certified copy** of

- **your parent's or sibling's** vital record
you must provide a copy of your birth certificate to show you are the child or sibling of the person whose record you are requesting.
- **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 eligible to receive a vital record obtain a copy of a 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.

To Obtain a Certification (non-legal copy of record for informational purposes only):

Fill out the application

Include a photocopy of your valid ID

Fee is \$8.00 payable to "City of Elizabeth"