Getting Copies of Non-Genealogical Records
Birth, Death, Marriage, Civil Union and Domestic Partnership

Non-Genealogical 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 requesting a certified copy

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

Request for Death Certificate Guide – Proving Relationship

<table>
<thead>
<tr>
<th>Spouse of Dependent</th>
<th>Sibling of Decedent</th>
<th>Parent of Decedent</th>
<th>Adult Child of Decedent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid ID</td>
<td>Valid ID</td>
<td>Valid ID</td>
<td>Valid ID</td>
</tr>
<tr>
<td>Marriage Certificate - proving relationship to the decedent</td>
<td>Birth Certificate - proving relationship with one or both parents in common</td>
<td>Decedent’s Birth Certificate – proving relationship</td>
<td>Grandchild must provide birth certificate proving relationship to parents, and the parent’s birth certificate to identify the grandparents. (linking them to the subject/decedent of the record).</td>
</tr>
<tr>
<td>If record demonstrates another spouse or non-existing spouse then:</td>
<td>If the surname is different on the ID than what is reflected on the birth certificate then accept:</td>
<td>If surname is different on ID than what is reflected on the birth certificate then accept:</td>
<td>If No Father on Record - Must demonstrate Judgment of paternity</td>
</tr>
<tr>
<td>Issue a Certification (Red-Line) and refer customer to records modification</td>
<td>▪ Marriage Certificate - showing how the name changed and proving relationship OR</td>
<td>▪ Marriage Certificate – showing how the name changed and proving relationship to the decedent; OR</td>
<td>If the applicant is unable to demonstrate relationship, then: Issue a Certification (Red-Line).</td>
</tr>
<tr>
<td></td>
<td>▪ Court Order - court ordered decree of legal name change, with raised seal</td>
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<tr>
<th>Parent or Guardian of Child of Expired Parent</th>
<th>Executor of Estate</th>
<th>Attorney/Lawyer Retainer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valid ID</td>
<td>Valid ID</td>
<td>Valid ID</td>
</tr>
<tr>
<td>If Guardian of child then: Custody Order</td>
<td>Executorship - An executor of an estate must provide proof of appointment as executor (naming the requestor in the primary document as the executor). The original document must be issued by the court with the raised embosser seal.</td>
<td>Retainer – The retainer must state the client’s name and the lawyer’s ability to conduct business or obtain a record on the client’s behalf.</td>
</tr>
<tr>
<td>Child’s Birth Certificate – proving relationship to subject of the record.</td>
<td>An Executor is only able to acquisition for a record of the person who appointed the executor to carry out the will.</td>
<td>If the client requests a record for a relative, then the lawyer must provide supporting documents proving the client’s relationship to the person on the record (e.g., birth/marriage certificate)</td>
</tr>
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<tr>
<th>Government</th>
<th>Notary</th>
<th>Delegation of Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government/Public Entities: Any Federal, State or local government making requests for investigatory purposes</td>
<td>Executing A Notarial Act: A notary public shall not have the authority to obtain a vital record and execute a notarial act with respect to the same record. The notary cannot be both the notary and the signor of the document that is to be notarized.</td>
<td>Customers who are unable to establish eligibility, to obtain a vital record, may be directed to obtain a Court Order — an adjudication/judgment of the court authorizing the release of the vital record. Delegation of Authority: When acting on behalf of another, the applicant must provide a valid ID and a notarized written release OR “Delegation of Authority” (REG-2). The applicant must still provide verification establishing relationship and linkage (e.g., marriage certificate, birth certificate, court order)</td>
</tr>
<tr>
<td>Government Issued ID, and business card if applicable; Letter of Request for government action and service (valid for one year/yearly renewal required): Letters must indicate person(s) acting on behalf of a government agency in an official capacity. The letter must be written on an agency letterhead; Reg-27</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New Jersey Department of Health
Application for Non-Genealogical or Certified Death Certificate
New Jersey Department of Health
Application for Non-Genealogical or Certified Death Certificate

- Non-Genealogical Records are Deaths occurring within the last 40 years
- Certified copies have the raised seal of the office issuing the record and are always issued on State of New Jersey safety paper
- Certifications are issued on plain paper with no seal and clearly state that they are not valid for establishing identity or for legal purposes. Certifications are generally useful for genealogy.
- 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.

**Step 1: Information about Individual requesting the record (Applicant)**

<table>
<thead>
<tr>
<th>Type of certificate needed</th>
<th>Requestor’s Signature</th>
<th>Date (of request)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Certified Copy</td>
<td>[ ] Certified Copy for Apostille Seal</td>
<td>[ ] Certification</td>
</tr>
</tbody>
</table>

Applicant’s First Name  Middle Name  Last Name  Suffix

Current Mailing Address (Must match address on ID)  City  State  Zip

Email Address:  Daytime Phone Number  Number of copies requested

Reason for Request
- [ ] Passport
- [ ] Driver’s License
- [ ] School/Sports
- [ ] Veteran’s Benefits
- [ ] Social Security Card/Benefits
- [ ] Medicare
- [ ] Welfare/Disability
- [ ] Other: _______________________

Relationship to person named on certificate (see Proving Relationship section on previous page for list of entitled applicants):

Name of Decedent:  First Name  Middle Name  Last Name  Suffix

Date of Death  Place of Death:  City  State:  County

Names of Decedent’s Parents (name given at birth or on birth certificate/maiden name)

Parent A:  First Name  Middle Name  Last Name  Suffix

Parent B:  First Name  Middle Name  Last Name  Suffix

**Step 2: Cost**

**A: Certificate Costs**

<table>
<thead>
<tr>
<th>[ ] One Certified copy</th>
<th>$25.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] ___ Additional Copies</td>
<td>$ 2.00 each</td>
</tr>
</tbody>
</table>

**TOTAL A = $_______**

**B: VitalChek Processing & Handling**

non-refundable  **TOTAL B = $ 6.00**

**C: Delivery Method * (You MUST select one)**

- [ ] UPS Air  $18.00
- [ ] UPS Canada / Mexico  $25.50
- [ ] UPS Alaska, Hawaii, Puerto Rico  $24.50
- [ ] UPS Worldwide Expedited  $37.00
- [ ] U.S. Postal Service Regular Mail  $ 0.00

**TOTAL C = $_______**

*If submitting multiple applications at one time, all with the same delivery address, only include payment for one delivery method, not one for each application.

**TOTAL AMOUNT DUE (A+B+C) = $_______**

**Step 3: Payment Information**

Please select your payment method below. *Submit separate payment for each application. DO NOT SEND CASH.*

- [ ] Credit Card  [ ] Personal or Business Check
- [ ] Visa
- [ ] MasterCard
- [ ] American Express

Card # ___________________________  Exp. Date ___________

Cardholder Signature ___________________________

Charges will appear on your credit card statement as: VCN*NEWJERSEYMAILROOM.

**Step 4: Verify information and Documentation**

Have you completed all the steps and enclosed the required documents? (Do not send original documents. Send legible copies only.)

- [ ] Completed application
- [ ] Payment
- [ ] Proof of relationship
- [ ] Acceptable forms of ID
- [ ] Mailing address matches ID

**Step 5: Mail Your Signed and Completed Form**

Please mail your completed form, along with ID and additional documentation (if required) to:

Vital Record Mail Services, ATTN: New Jersey Vital Records, P.O. Box 222130, El Paso, TX 79912

Please don’t include a pre-paid express mail envelope with your request. Select a delivery method above.

For expedited order placement and processing, please visit www.VitalChek.com.