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

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 Marriage, Civil Union or Domestic Partnership Guide – Proving Relationship

<table>
<thead>
<tr>
<th>Self or Parent</th>
<th>Siblings</th>
<th>Adult Children</th>
<th>Adult Grandchild</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Self: Valid ID Only</strong>&lt;br&gt;Parent: Valid ID and the child’s birth certificate to prove relationship.</td>
<td>Valid ID&lt;br&gt;Birth Certificate - proving relationship with one or both parents in common</td>
<td>Valid ID&lt;br&gt;Birth Certificate - proving relationship with the parent (subject of the record)</td>
<td>Valid ID&lt;br&gt;Grandchild must provide birth certificate proving relationship to parents, and the parent’s birth certificate to identify the grandparents. (Linking them to the subject of the record).</td>
</tr>
<tr>
<td>If surname is different on the ID than what is reflected on the birth certificate then accept:&lt;br&gt;- Marriage Certificate – showing how the name changed and proving relationship OR&lt;br&gt;- Court Order - court ordered decree of legal name change, with raised seal</td>
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<tr>
<th>Parent or Guardian of Child</th>
<th>Spouse</th>
<th>Executor of Estate</th>
<th>Attorney/Lawyer Retainer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Valid ID</strong>&lt;br&gt;If Guardian of child then: Custody Order&lt;br&gt;Child’s Birth Certificate – proving relationship to subject of the record.</td>
<td>Valid ID&lt;br&gt;A copy of the marriage certificate showing the applicant and certificate holder’s name.</td>
<td>Valid ID&lt;br&gt;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. An Executor is only able to acquire a record for the person who appointed the executor to carry out the will.</td>
<td>Valid ID&lt;br&gt;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>If No Father on Record - Must demonstrate judgment of paternity</td>
<td>If applicant is unable to demonstrate relationships, then: Issue a Certification (Red-Line).</td>
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### Note:
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).
New Jersey Department of Health
Application for Non-Genealogical or Certified Marriage,
Civil Union or Domestic Partnership Certificate

- Non-Genealogical Records are marriage records occurring within the last 50 years or if the individual is still living.
- 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 union</th>
<th>Type of certificate needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriage</td>
<td>Certified Copy</td>
</tr>
<tr>
<td>Civil Union</td>
<td>Certified Copy for Apostille Seal</td>
</tr>
<tr>
<td>Domestic Partnership</td>
<td>Certification</td>
</tr>
</tbody>
</table>

**Requestor’s Signature**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Suffix</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Daytime Phone Number</th>
<th>Number of copies requested</th>
</tr>
</thead>
</table>

**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):

**Date of Event**

<table>
<thead>
<tr>
<th>Place of Event: City</th>
<th>State</th>
<th>County</th>
</tr>
</thead>
</table>

**Names of Spouses**

<table>
<thead>
<tr>
<th>Spouse A: First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse B: First Name</td>
<td>Middle Name</td>
<td>Last Name</td>
<td>Suffix</td>
</tr>
</tbody>
</table>

**Step 2: Cost**

**A: Certificate Costs**

- [ ] One Certified copy $25.00
- [ ] Additional Copies $ 2.00 each

**B: VitalChek Processing & Handling**

non-refundable TOTAL A = $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

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 VitalChek use only**

Order # ______________________

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