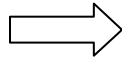


HOW TO OBTAIN CERTIFIED COPIES OF VITAL RECORDS



PLEASE READ CAREFULLY!

TO REQUEST A CERTIFIED COPY OF A BIRTH, MARRIAGE, CIVIL UNION, OR DEATH RECORD you must first verify what town the event took place in. Certified copies of vital records can only be obtained from the municipality where the event took place and are available upon written application only.

SHOULD YOU HAVE ANY QUESTIONS about obtaining a certified copy of a Vital Record in South Orange, please call the Clerk's Office at (973) 378-7715 ext 7726.

APPLICATIONS for Certified copies **require** the applicant to provide the following:

1. A completed application for the vital record;
2. Valid proof of identity¹;
3. Proof that establishes you, the applicant, are:
 - o The subject of the record, or
 - o The subject's parent, legal guardian or legal representative, or
 - o The subject's spouse/civil union partner, domestic partner; child, grandchild or sibling, if of legal age, or
 - o Court Order, or
 - o A bank, title or insurance company requesting a copy of a death certificate for official business.
4. Payment of the fee.

I. IN PERSON - Applications filed in person will require the applicant to provide the original of the above documents. A fee of \$10.00 is charged for each Certified copy.

Certified copies can be prepared while you wait.

II. BY MAIL - **Applications filed by mail will require the applicant to provide notarized copies of the documents** and the fee of \$10.00 for each Certified copy. Checks or money orders are to be made payable to "Township of South Orange Village." Please include a self-addressed envelope.

Certified copies will be mailed within 24-48 hours from the date the Clerk's office receives the request.

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 (2) 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 statement (within previous 90 days) or W-2/tax return for current or previous year.