

HOW TO OBTAIN CERTIFIED COPIES OF VITAL RECORDS (Birth Certificates, Marriage Certificates, Death Certificates)

1. *GENERAL INFORMATION*

Certified copies of birth, marriage and death certificates are on file for persons who were either born, married or deceased within the Township of South Orange Village. Certified copies of these records are available upon request at a fee of \$10.00 per copy. Copies may be requested by mail or in person.

2. *PROCEDURE FOR REQUESTING A CERTIFIED COPY OF A MARRIAGE TRANSCRIPT*

(Certified copies of marriage licenses can be provided if the marriage took place in South Orange. If the marriage ceremony occurred in another municipality, the certified copy of the marriage license must be obtained from the municipality in which the marriage took place).

a. By Mail

- a1. Send a letter including the following information: the full name of the groom, the full maiden name of the bride, the date of marriage, and an address to where the transcript(s) should be sent.
- a2. Enclose a check for \$10.00/transcript.
- a3. Make the check payable to the Township of South Orange Village.
- a4. Enclose proof of ID (a xeroxed copy of a valid photo driver's license or photo ID and an alternate form of ID with an address or two alternate forms of ID with an address such as a non-photo driver's license, a vehicle registration, an insurance card, a voter registration card, a passport, a green card, a county ID, a school ID or a utility bill.
- a5. Address the envelope to the Clerk's Office, Village Hall, 101 South Orange Avenue, South Orange, New Jersey 07079.

Transcripts are sent out the same day that the above-referenced letter, check and ID are received.

b. In Person

- b1. The following information must be given: the full name of the groom, the full maiden name of the bride and the date of marriage.
- b2. A fee of \$10.00/ transcript must be paid by check, cash or money order.
- b3. Proof of ID must be provided.

Transcripts are provided at the time the in-person request is made.

3. *PROCEDURE FOR REQUESTING A CERTIFIED COPY OF A BIRTH TRANSCRIPT*
(Certified copies of birth certificates can be provided if the birth occurred in South Orange. If the birth occurred in another municipality, the certified copy of the birth certificate must be obtained from the municipality in which the birth took place).

a. By Mail

- a1. Send a letter including the following information: the name of the individual on the birth certificate, the date of birth and an address to where the transcript(s) should be sent.
- a2. Enclose a check for \$10.00/transcript.
- a3. Make the check payable to the Township of South Orange Village.
- a4. Pursuant to Governor McGreevey's Executive Order #18, certified copies of a birth certificate will only be issued to individuals who prove themselves to be the subject of the birth certificate, the subject's parent, the subject's legal guardian or legal representative, the subject's spouse, child, grandchild or sibling, if of legal age.
- a5. Enclose proof of ID (a xeroxed copy of a valid photo driver's license or photo ID and an alternate form of ID with an address or two alternate forms of ID with an address such as a non-photo driver's license, a vehicle registration, an insurance card, a voter registration card, a passport, a green card, a county ID, a school ID or a utility bill.
- a6. Enclose proof of relationship to the subject of the birth certificate.
- a7. Address the envelope to the Clerk's Office, Village Hall, 101 South Orange Avenue, South Orange, New Jersey, 07079.

Transcripts are sent out the same day that the aforementioned requirements are received.

b. In person

- b1. The following information must be given: the name of the person on the birth certificate and the date of birth.
- b2. A fee of \$10.00/ transcript must be paid by check, cash or money order.
- b3. Proof of ID and proof of relationship to the subject of the vital record.

Transcripts are provided at the time the in-person request is made.

4. *PROCEDURE FOR REQUESTING A CERTIFIED COPY OF A DEATH TRANSCRIPT*
(Certified copies of death certificates can be provided if the death occurred in South Orange. If the death occurred in another municipality, the certified copy of the death certificate must be obtained from the municipality in which the death occurred).

a. By Mail

- a1. Send a letter including the following information: the name of the decedent, the date of death and an address to where the transcript(s) should be sent.
- a2. Enclose a check for \$10.00/transcript.
- a3. Make the check payable to the Township of South Orange Village.

- a4. Pursuant to Governor McGreevey's Executive Order #18, certified copies of a death certificate will only be issued to individuals who prove themselves to be the decedent's parent, the decedent's legal guardian or legal representative, the decedent's spouse, child, grandchild or sibling, if of legal age.
- a5. Enclose proof of ID (a xeroxed copy of a valid photo driver's license or photo ID and an alternate form of ID with an address or two alternate forms of ID with an address such as a non-photo driver's license, a vehicle registration, an insurance card, a voter registration card, a passport, a green card, a county ID, a school ID or a utility bill.
- a6. Enclose proof of relationship to the decedent.
- a7. Address the envelope to the Clerk's Office, Village Hall, 101 South Orange Avenue, South Orange, New Jersey 07079.

Transcripts are sent out the same day that the above-referenced requirements are received.

- b. In Person
 - b1. The following information must be given: the name of the decedent and the date of death.]
 - b2. A fee of \$10.00 must be paid by check, cash or money order.
 - b3. Proof of ID and proof of relationship to the decedent must be provided.

Transcripts are provided at the time the in-person request is made.

5. *ALTERNATE WAYS TO OBTAIN VITAL RECORDS*

- a. For records between 1848-1878, contact the Division of Archives at P.O. Box 307, Trenton, NJ 08625 or call (609) 292-6265.
- b. All other vital records are filed with the Bureau of Vital Statistics and can be obtained through the VitalChek Express Service, through Write-In Service or through In person Service. For more information about the Bureau of Vital Statistics call (609) 292-6265 Monday-Friday from 8:30 a.m.- 5:00 p.m.

If 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. 7724.