APPLICATION FOR A GENEALOGICAL CERTIFICATION
OR CERTIFIED COPY OF A VITAL RECORD

Name of Requestor
First
Middle
Last

Current Mailing Address (must match address on ID)
Street
City
State
Zip Code
Email Address
@ .

Daytime Phone Number
( )

Date of Request / / 

Reasons for Request
☐ Genealogy
☐ Dual Citizenship
☐ Estate Matters
☐ Other:

☐ BIRTH (OVER 80 YEARS AGO)

Child’s Name at Birth
First
Middle
Last

No. Requested Copies
Place of Birth (optional)
City
State
County
Date of Birth / Years (to search)

Name of Child’s Parents (name given at birth or on birth certificate / Maiden Name) (optional)
Parent A
First
Middle
Last
Parent B
First
Middle
Last

If Child’s name was changed:
New Name
Describe Change

☐ MARRIAGE (OVER 50 YEARS AGO)

No. Requested Copies
Place of Event (optional)
City
State
County
Event Date / Years (to search)

Name of Spouses (name given at birth or on birth certificate / Maiden Name) (optional)
Spouse A
First
Middle
Last
Spouse B
First
Middle
Last

☐ DEATH (OVER 40 YEARS AGO)

Name of Decedent
First
Middle
Last

No. Requested Copies
Place of Death (optional)
City
State
County
Date of Death / Years (to search)

Name of Decedent’s Parents (name given at birth or on birth certificate / Maiden Name) (optional)
Parent A
First
Middle
Last
Parent B
First
Middle
Last

Have you enclosed and completed all required information?
☐ Completed Application
☐ Proof of Relationship
☐ Payment
☐ Acceptable Forms of ID
☐ Mailing Address Matches ID

FOR STATE USE ONLY

Payment Type: ☐ Cash ☐ M/O ☐ Check ☐ Waived Amount: $ ☐ ID Viewed Processed By:

REG-38a
SEP 17
INSTRUCTIONS FOR APPLICATION
OBTAINING COPY OF GENEALOGICAL VITAL RECORDS

• Genealogical Records are birth occurring more than 80 years ago (unless the individual is still living), marriages occurring more than 50 years ago and deaths occurring more than 40 years ago.

• Certified copies have the raised seal of the office issuing the record and are always issued on State of New Jersey safety paper. Certified copies may be used to establish identity and are legal documents.

• Certifications are issued on plain paper with no seal and clearly indicate they are not valid for establishing identity or for legal purposes. Certifications are generally useful for genealogy. Certifications of death records do not contain the Social Security Number or the Cause of Death medical terminology.

• 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. Contact the consulate of the country involved to determine if you need an Apostille Seal.

To get an Apostille Seal, first obtain a certified copy of the vital record from the State Office of Vital Statistics and Registry by checking the Apostille Seal box on the application. You will receive a certified copy of the vital record issued by the State Office of Vital Statistics and Registry. You must forward this document to the New Jersey Department of Treasury, which issues the Apostille Seal. Additional information is available at:
(http://www.state.nj.us/ treasury/revenue/apostilles.shtml)

Applications for a certification or certified copy of a Genealogical record require the applicant to provide a completed application, valid proof of identity\(^3\), payment of the fee\(^3\) and if requesting a certified copy, proof that establishes you are:
- the subject’s parent, legal guardian or legal representative;
- the subject’s spouse/civil union partner, domestic partner; child, grandchild or sibling, if of legal age;
- a state or federal agency for official purposes, or
- requesting pursuant to a court order.

All genealogy applications must be filed by mail and require the applicant to provide copies of the above documents.

NOTE: ALL items not marked as optional are required.

<table>
<thead>
<tr>
<th>Location Address:</th>
<th>Hours of Operation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabernacle Township Registrar of Vital Statistics 163 Carranza Road Tabernacle, NJ 08088</td>
<td>08:30 AM - 03:30 PM MONDAY - FRIDAY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>Fees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabernacle Township Registrar of Vital Statistics 163 Carranza Road Tabernacle, NJ 08088</td>
<td>1st copy................$15.00 Additional copies...$ 5.00 Checks must be made payable TO: TABERNACLE TOWNSHIP</td>
</tr>
</tbody>
</table>

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\(^3\) 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 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 state (within previous 90 days) or W-2 for current or previous year. Requests for records to be mailed to an address other than that which appears on the requestor's ID must be accompanied by a notarized letter which includes: A) the alternate address, and B) a written request to mail records to this alternate address.
APPLICATION REQUIREMENTS

- A Completed Application for Genealogical or Non-Genealogical Copy of a Vital Record

- Valid Identification: 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 alternate forms of ID, one of which must show the current address
  - Vehicle Registration Card
  - Vehicle Insurance Card
  - Voter Registration Card
  - US/Foreign Passport
  - Immigrant Visa
  - Permanent Residence Card (Green Card)
  - Federal/State ID
  - School ID
  - Utility Bill or Bank Statement (within last 90 days)
  - Tax Return / W-2 for current or the previous tax year

- 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 looking for a certified copy, proof of relationship is required that establishes you are
  - The subject of the record
  - The subject’s parent, legal guardian or legal representative
  - The subject’s spouse/civil union partner/domestic partner; child, grandchild or sibling, if of legal age
  - A state or federal agency for official purposes
  - Pursuant to court order

- To establish proof of relationship for,…
  Your own birth certificate your valid ID is acceptable; however, if you have assumed your spouse’s or civil union partner’s surname, provide a copy of your marriage or civil union certificate to link the name on your current ID to the name on your birth certificate.
  Your child’s birth certificate, if the name on your identification matches the name of the child’s parent then your identification will establish your relationship. If your current name does not match the name as recorded on the birth certificate, as the parent you will need to supply a copy of your marriage or civil union certificate or legal name change.
  Your spouse’s/civil union partner’s birth record, provide a copy of your marriage/civil union certificate.
  Your parent’s or sibling’s vital record, provide a copy of YOUR birth certificate with parents’ names.
  Your grandparent’s vital record, you must establish that you are the person’s grandchild by linking the name on your ID to the name of the grandparent. For example, if you changed your last name after marriage/civil union and with 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 looking for a certified copy of a record and are,…
  An executor of an estate, you must supply proof of appointment as the executor.
  The legal representative of the executor of an estate, you must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.
  The legal representative of an individual that is eligible to receive a certified copy of a vital record, you must supply proof of legal retainer by the eligible individual and their proof of relationship.

- If you are not a person qualified to get a certified copy of a record but……
  You are helping a person receive a certified copy of a vital 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 sign a written release from the person you are helping along with a copy of that person’s valid photo ID.
  In need of a vital record and are not the legal representative of an eligible person, you must obtain a court order directing the State Registrar to issue a certified copy of the record. A subpoena is not sufficient to issue a copy of vital record.