

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

**Non-Generalogical 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**

Spouse of Dependent	Sibling of Decedent	Parent of Decedent	Adult Child of Decedent <i>Son or Daughter or Adult Grandchild</i>
<p><b>Valid ID</b></p> <p><b>Marriage Certificate</b> - proving relationship to the decedent</p> <p><b>If record demonstrates another spouse or non-existing spouse then:</b></p> <p>Issue a Certification (<u>Red-Line</u>) and refer customer to records modification</p>	<p><b>Valid ID</b></p> <p><b>Birth Certificate</b> - proving relationship with one or both parents in common</p> <p><b>If the surname is different on the ID than what is reflected on the birth certificate then accept:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Marriage Certificate</b> -showing how the name changed and proving relationship <b>OR</b></li> <li>▪ <b>Court Order</b> - court ordered decree of legal name change, with raised seal</li> </ul> <p><b>If the applicant is unable to demonstrate relationship, then:</b> Issue a Certification (<u>Red-Line</u>).</p>	<p><b>Valid ID</b></p> <p><b>Decedent's Birth Certificate</b> – proving relationship</p> <p><b>If surname is different on ID than what is reflected on the birth certificate then accept:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Marriage Certificate</b> – showing how the name changed and proving relationship to the decedent; <b>OR</b></li> <li>▪ <b>Court Order</b> - court ordered decree of legal name change, with raised seal</li> </ul> <p><b>If the applicant is unable to demonstrate relationship, then:</b> Issue a Certification (<u>Red-Line</u>).</p>	<p><b>Valid ID</b></p> <p>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).</p> <p><b>If surname is different on ID than what is reflected on the birth certificate then accept:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Marriage Certificate</b> – showing how the name changed and proving relationship to the decedent; <b>OR</b></li> <li>▪ <b>Court Order</b> - court ordered decree of legal name change, with raised seal</li> </ul> <p><b>If No Father on Record</b> - Must demonstrate Judgment of paternity</p> <p><b>If the applicant is unable to demonstrate relationship, then:</b></p> <ul style="list-style-type: none"> <li>▪ Issue a Certification (<u>Red-Line</u>).</li> </ul>
Parent or Guardian of Child of Expired Parent	Executor of Estate	Attorney/Lawyer Retainer	
<p><b>Valid ID</b></p> <p><b>If Guardian of child then: Custody Order</b></p> <p><b>Child's Birth Certificate</b> – proving relationship to subject of the record.</p> <p><b>If No Father on Record</b> - Must demonstrate judgment of paternity</p> <p><b>If applicant is unable to demonstrate relationship, then:</b> Issue a Certification (<u>Red-Line</u>).</p>	<p><b>Valid ID</b></p> <p><b>Executorship</b> - 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.</p> <p><b>An Executor is only able to acquisition for a record of the person who appointed the executor to carry out the will.</b></p> <p><b>If the applicant is unable to demonstrate relationship, then:</b> Issue a Certification (<u>Red-Line</u>).</p>	<p><b>Valid ID</b></p> <p><b>Retainer</b> –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.</p> <p>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)</p> <p><b>If the applicant is unable to demonstrate relationship, then:</b> Issue a Certification (<u>Red-Line</u>).</p>	
Government	Notary	Delegation of Authority	
<p><b>Government/Public Entities:</b> Any Federal, State or local government making requests for investigatory purposes</p> <p><b>Government Issued ID, and business card if applicable; Letter of Request for government action and service (valid for one year/yearly renewal required):</b> 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; <b>Reg-27</b></p>	<p><b>Executing A Notarial Act:</b> 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.</p>	<p>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.</p> <p><b>Delegation of Authority:</b> When acting on behalf of another, the applicant must provide a valid ID and a notarized written release <b>OR</b> "Delegation of Authority" (REG-2). The applicant must still provide verification establishing relationship and linkage (e.g., marriage certificate, birth certificate, court order)</p>	

- 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)

<b>Type of certificate needed</b> <input type="checkbox"/> Certified Copy <input type="checkbox"/> Certified Copy for Apostille Seal <input type="checkbox"/> Certification			Requestor's Signature _____		Date (of request) _____	
Applicant's First Name _____		Middle Name _____		Last Name _____		Suffix _____ Have you had a name change? <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Mailing Address (Must match address on ID) _____				City _____		State _____ Zip _____
Email Address: _____				Daytime Phone Number _____		Number of copies requested _____
<b>Reason for Request</b> <input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> School/Sports <input type="checkbox"/> Veteran's Benefits <input type="checkbox"/> Social Security Card/Benefits <input type="checkbox"/> Medicare <input type="checkbox"/> Welfare/Disability <input type="checkbox"/> Other: _____						
Relationship to person named on certificate (see <b>Proving Relationship</b> 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 _____ Gender listed on certificate _____
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

<b>A: Certificate Costs</b> <b>TOTAL A = \$</b> _____ <input type="checkbox"/> One Certified copy ..... \$25.00 <input type="checkbox"/> ____ Additional Copies ..... \$ 2.00 each	<b>C: Delivery Method *</b> (You <b>MUST</b> select one) <input type="checkbox"/> UPS Air ..... \$21.00 <input type="checkbox"/> UPS Canada / Mexico ..... \$25.50 <input type="checkbox"/> UPS Alaska, Hawaii, Puerto Rico ..... \$24.50 <input type="checkbox"/> UPS Worldwide Expedited ..... \$37.00 <input type="checkbox"/> U.S. Postal Service Regular Mail ..... \$ 0.00	<b>TOTAL C = \$</b> _____ * <i>UPS will not deliver to a P.O. box.          Processing time may take up to 30 business days.          *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.</i>
<b>B: VitalChek Processing &amp; Handling</b> <i>non-refundable</i> <b>TOTAL A = \$</b> 6.00		<b>TOTAL AMOUNT DUE (A+B+C) = \$</b> _____

### STEP 3: Payment Information

<b>Please select your payment method below. Submit separate payment for each application. DO NOT SEND CASH.</b>	
<input type="checkbox"/> <b>Credit Card</b>  Card # _____ Exp. Date _____ Cardholder Signature _____ <i>Charges will appear on your credit card statement as: VCN*NEWJERSEYMAILROOM.</i>	<input type="checkbox"/> <b>Personal or Business Check</b> <i>If paying by personal or business check, please make payable to VITALCHEK.</i>

### 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.) <input type="checkbox"/> Completed application <input type="checkbox"/> Payment <input type="checkbox"/> Proof of relationship <input type="checkbox"/> Acceptable forms of ID <input type="checkbox"/> Mailing address matches ID	
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### STEP 5: Mail Your Signed and Completed Form

<p><b>Please mail your completed form, along with ID and additional documentation (if required) to:</b>  <b>Vital Record Mail Services, ATTN: New Jersey Vital Records, P.O. Box 222130, El Paso, TX 79913</b>          Please don't include a pre-paid express mail envelope with your request. Select a delivery method above.</p>	<b>FOR VITALCHEK USE ONLY</b> Order # _____
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**For expedited order placement and processing, please visit [www.VitalChek.com](http://www.VitalChek.com).**