

TOWNSHIP OF ANDOVER

Andover Township Office of the Registrar

134 Newton Sparta Road Newton, NJ 07860

Phone: 973-383-4280 x317

Email: kjespersen@andovertwp.org

Please use the attached form for requesting certified copies of a Vital Record, held in Andover Township's Registrar's office.

Complete the first section and the section pertaining to the Vital Record that you are requesting, Birth, Marriage or Death.

The fee for certified copies is \$15.00 EACH. For payment, we accept cash or checks made payable to 'Andover Township'. We do not accept credit/debit card payments.

Return the completed application form along with proof of address (a copy of photo ID such as Drivers License) and payment.

If you should have any questions or concerns, please contact this office at the number listed above.

Sincerely,

Kaitlin Jespersen

Registrar/Deputy Clerk

Andover Township Municipal Building Vital Statistics and Registry 134 Newton Sparta Road Newton, NJ 07860

APPLICATION FOR A <u>NON-GENEALOGICAL</u> CERTIFICATION OR CERTIFIED COPY OF VITAL RECORD

Certified Copy Certified Copy for an Apostille Seal		Requestor's Relationship to Person on Record (proof is required for certified copy	9	Requestor's Signature	
Certification			Date (of request		
Name of Requestor Reasons for Request					
First Middle Passport Driver's License					
Last	1	School /	School / Sports		
Current Mailing Address (must match address on ID) Veterans' Benefits Social Security Card / Benefits					
Street		Medicar	Medicare		
City	State Zip Code Welfare / Disability Other:			/ Disability	
Email Address		Daytime Phone Number			
		() -	D-		
BIRTH					
Child's Name at Birth	First Middle		Last		
No. Requested Copies	Place of Birth		County	Date of Birth	
	City	State		/ /	
Name of Child's Parents (name given at birth or on birth certificate / Maiden Name)					
Parent A First Middle Last					
Parent B First Middle Last					
If Child's name was changed: New Name Describe Change					
MARRIAGE		CIVIL UNION	DOMESTIC	PARTNERSHIP	
No. Requested Copies	Place of Event		County	Date of Event	
	City	State		/ /	
Name of Spouses (name given at birth or on birth certificate / Maiden Name)					
Spouse A First Spouse B First	Middle Middle		Last Last		
Spouse B Plist		wildale	Last	nd e in Ja	
□ DEATH					
Name of Decedent	First	Middle	Last		
No. Requested Copies	Place of Death		County	Date of Death	
	City	State		/ /	
Name of Decedent's Parents (name given at birth or on birth certificate / Maiden Name)					
Parent A First	1	Middle	Last		
Parent B First	1	Middle	Last		
Have you enclosed and completed all Completed Application Proof of Relationship required information? Acceptable Forms of ID Mailing Address Matches ID					
REG-37a SEP 17 Payment Type	: Cash M/O Check		☐ ID Viewed Pro	ocessed By:	

INSTRUCTIONS FOR OBTAINING A COPY OF NON-GENEALOGICAL VITAL RECORDS

- **Non-Genealogical Records** are births occurring within the last 80 years or if the individual is still living, marriages occurring within the last 50 years, deaths occurring within the last 40 years and all civil union and domestic partnership records.
- 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.

An Apostille Seal can only be obtained by first requesting certified copy of the vital record from the State Office of Vital Statistics and Registry. You would then 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 **Non-Genealogical** record **require** the applicant to provide a completed application, valid proof of identity¹, payment of the fee and, if requesting a certified copy, proof that establishes you are:

- o the subject of the record;
- the subject's parent, legal guardian or legal representative;
- o the subject's spouse/civil union partner, domestic partner, child, grandchild or sibling, if of legal age;
- o a state or federal agency for official purposes; or
- requesting pursuant to a court order.

To request a certified copy of a <u>Certificate of Birth Resulting in Stillbirth</u>, use form REG-68, which is available on the New Jersey Department of Health website at: http://nj.gov/health/vital/registration-vital/stillbirth/.

Location Address:	Hours of Operation:		
Andover Township Municipal Building Vital Statistics and Registry 134 Newton Sparta Road Newton, NJ 07860	8:00 AM - 4:00 PM Monday - Friday (Summer Hours Vary)		
Mailing Address:	Fees:		
Andover Township Municipal Building Vital Statistics and Registry 134 Newton Sparta Road Newton, NJ 07860	Certified Copy \$15.00 each		

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 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.