

HOW TO OBTAIN CERTIFIED COPIES OF VITAL RECORDS

General Information-Certified Copies of Birth, Marriage, Civil Union and Death Certificates are on file for persons who were either born, married or joined in Civil Union 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.

- A. 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 must be obtained from the municipality in which the birth took place)

By Mail

1. Complete and mail the Application for Obtaining Vital Records Form which can be accessed on the Village's website at www.southorange. Please include the address to where the transcript should be sent.
2. Enclose a check or money order for \$10.00 payable to the "Township of South Orange Village".
3. 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 passport, a green card, a utility bill, a school ID or a county bill.
4. Pursuant to Governor McGreevy's Executive Order #18, certified copies of a birth certificate will only be issued to individuals who prove themselves to be subject of the birth certificate, the subject's parent, the subject's legal guardian or legal representative, the subject's spouse, child, sibling, if of legal age.
5. Enclose proof of relationship to the subject of the birth certificate.
6. Address the envelope and mail to the Township of South Orange Village, Village Hall, Attn: Clerks Office, 101 South Orange Avenue, South Orange, NJ 07079.

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

In Person

1. Complete the Application for Obtaining Vital Records Form which can be accessed on the Village's website at www.southorange. Please include the address to where the transcript should be sent.
2. Provide a check, cash or money order for \$10.00 payable to the "Township of South Orange Village".
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4. Proof of ID and proof of relationship to the subject of the vital record.

- B. Procedure for Requesting a Certified Copy of a Marriage or Civil Union Transcript.** (Certified Copies of marriage or civil union licenses can be provided if the marriage or civil union took place in **South Orange**. If the marriage or civil union occurred in another municipality, the certified copy must be obtained from the municipality in which the marriage or civil union took place)

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- C. Procedure for Requesting a Certified Copy of a Death Transcript.** (Certified Copies of a death certificate 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.

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3. 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 passport, a green card, a utility bill, a school ID or a county bill).
4. Enclose proof of relationship to the decedent.
5. Address the envelope and mail to the Township of South Orange Village, Village Hall, Attn: Clerks Office, 101 South Orange Avenue, South Orange, NJ 07079.

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D. ALTERNATE WAYS TO OBTAIN VITAL RECORDS

1. For records between 1848-1878, contact the Division of Archives at P.O. Box 307, Trenton, NJ 08625 or call (609) 292-6265.
2. All other vital records are filed with the Bureau of Vital Statistics and can be obtained through the Vial Check System Express Service, through Write-In Service or through In Person Service. For more information about the Bureau of Vital Statistics please 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 Records in South Orange or assistance in completing the online application, please call the Clerk's office at (973) 378-7715 ext 7724.