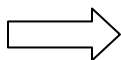


HOW TO OBTAIN CERTIFIED COPIES OF VITAL RECORDS

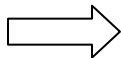
TO REQUEST A CERTIFIED COPY OF A BIRTH, MARRIAGE, CIVIL UNION, OR DEATH RECORD you must first verify what town the event took place in. Certified copies of vital records are provided by the municipality where the event took place. A certification or certified copy of a vital record is available upon written application only with proof of identity.

You can obtain certified copies either in-person or by mail. The Township of South Orange Village charges a \$25.00 fee for each certified copy of a vital record requested.



IN PERSON - Applications filed in person will require the applicant to present valid proofs of identity, together with a completed application and payment of \$25.00 for each certified copy requested.

Certified copies will be prepared while you wait.



BY MAIL - Applications filed by mail will require the applicant to provide **notarized copies** of valid proofs of identity, together with a completed application and payment of \$25.00 for each certified copy requested. Checks or money orders are to be made payable to "Township of South Orange Village." Please include a self-addressed envelope.

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

APPLICATION FOR A CERTIFIED COPY will **require** the applicant to provide the following:

1. A completed application for the vital record;
2. Valid proof of identity¹;
3. Proof that establishes you, the applicant, are:
 - The subject of the record, or
 - The subject's parent, legal guardian or legal representative, or
 - The subject's spouse/civil union partner, domestic partner; child, grandchild or sibling, if of legal age, or
 - Court Order, or
 - A bank, title or insurance company requesting a copy of a death certificate for official business.
4. Payment of the fee.

SHOULD 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 7726. We will be happy to provide assistance.

¹ 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/tax return for current or previous year.