

## Requirements to apply for Certified Copies

### Where do I apply for certified copies?

- Applications for certified copies should be made in the municipality in which the event took place.

### How do I apply for certified copies of a vital record?

- An **application** for certified copies must be filled out in its entirety.
  - The applicant must be able to completely identify the record. There are no exceptions, if the record cannot be identified as prescribed on the application, certified copies cannot be issued.
- **Application can be submitted by mail** or in person.
  - If an application is submitted by mail, please send a check payable to The Borough of Sea Girt, the check must match the address on the application for the record to be returned to.
    - Applications made in person **Hours: Monday - Friday from 8:30AM-4:30PM**

### Why do I need a certified copy?

- Certified copies, with a raised seal, are the true copy of a primary document; the pink copy that is retained by the couple after the ceremony is not a legal document.
- After a marriage/ civil union you will need certified copies to do the following:

Change your name with Motor Vehicles	Health insurance coverage
Social Security	Passport
Banking	For your records

### What is needed to apply for certified copies?

- Provide proof of relationship to the individual on the record
- Provide proof of identification
- Proof of residency (the proof of residency must match what is written on the application)

### What are acceptable forms of identification for the issuance of certified copies?

- A valid photo driver's license with current address (primary- no secondary documentation listed below required)
- A valid photo non-driver's license with current address (primary- no secondary documentation listed below required)
- A valid driver's license without photo and an alternate form of ID with current address (secondary documentation listed below required)

### What are acceptable forms of proof of residency for the issuance of certified copies?

\*(Two (2) of the following will be required if you are not able to provide proof of identification listed above **one of which must have an address**)

Vehicle registration card	US/Foreign passport (other item must state current address)
Vehicle insurance card	Permanent residence card (green card)
Voter registration card	Federal/State/County/ Municipal ID (other item must state current address)
Utility/tax bill (last 90 days)	W-2 for current or the previous year
Bank statement (last 90 days)	*please note that the State has decided that a lease or deed no longer suffices as proof of residency*

### How much do certified copies cost?

- \$10.00 (ten dollars) per copy; cash or check only

### Notes:

- The registrar will not confirm or deny the existence of a record being on file without an application being completed. For security purposes the registrar will not disclose over the phone if we are in receipt of a record.

## How do I prove relationship to the individual on record?

### **I want a certified copy of a: marriage license**

<b>Self</b>	If you are the individual on the record, you would be required to provide your identification and meet the requirements set forth in the application <b>* See below</b>
<b>I am the: Parent/legal guardian/legal representative</b>	Provide your child's birth certificate naming you as the parent or provide the court order naming you the legal representative/guardian <b>*See below</b>
<b>I am the: Spouse/civil union partner/domestic partner</b>	Apply as if applying for "self" <b>*See below</b>
<b>I am the: Child</b>	Provide your birth certificate naming your parents. <b>*See below</b>
<b>I am the: Sibling</b>	Provide your birth certificate and your sibling's birth certificate naming at least one parent as the same. <b>*See below</b>
<b>I am the: Grandchild</b>	Provide your birth certificate naming your parents, your parent's birth certificate that names your grandparent as their parent. <b>*See below</b>

### **I want a certified copy of a: death certificate**

<b>Self</b>	Not applicable
<b>I am the: Parent/legal guardian/legal representative</b>	Provide your child's birth certificate naming you as the parent or provide the court order naming you the legal representative/guardian. <b>*See below</b>
<b>I am the: Spouse/civil union partner/domestic partner</b>	Provide a copy of your marriage/civil license/ domestic partnership. <b>*See below</b>
<b>I am the: Child</b>	Provide your birth certificate naming your parents. <b>*See below</b>
<b>I am the: Sibling</b>	Provide your birth certificate and your siblings birth certificate naming at least one parent as the same. <b>*See below</b>
<b>I am the: Grandchild</b>	Provide your birth certificate naming your parents, your parent's birth certificate that names your grandparent as their parent. <b>*See below</b>

### **I want a certified copy of a: birth certificate**

<b>Self</b>	If you are the individual on the record you would be required to show identification and meet the requirements set forth in the application. <b>*See below (marriage/civil union license)</b>
<b>I am the: Parent/legal guardian/legal representative</b>	Identification provided would have to match on of the names listed on the birth certificate of the child. <b>*See below</b>
<b>I am the: Spouse/civil union partner/domestic partner</b>	Provide a copy of your marriage/civil license/ domestic. <b>*See below</b>
<b>I am the: Child</b>	Provide your birth certificate naming your parents. <b>*See below</b>
<b>I am the: Sibling</b>	Provide your birth certificate naming your parents, at least one parent must be the same as on the record. <b>*See below</b>
<b>I am the: Grandchild</b>	Provide your birth certificate, your parents birth certificate that names your grandparent as the parent. <b>*See below</b>

### **Other:**

<b>I am the: Attorney/Executor/Executrix</b>	<ol style="list-style-type: none"> <li>1. The executor of an estate must provide proof of the appointment as executor</li> <li>2. The legal representative of the executor of an estate must provide proof of legal retainer by the executor in addition to proof of the executor's appointment</li> <li>3. The legal representative of an individual that is eligible to receive the record must provide proof of legal retainer by the eligible individual and their proof of relationship.</li> </ol>
----------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**\*If your name has changed, proof of the change of name would need to be established. This can be established with a birth certificate (birth certificate must indicate parents' names), marriage license or court ordered name change.**

Grandparents are not entitled to their grandchild's vital records unless there is a court order.