

**APPLICATION PROCESS  
FOR OBTAINING A COPY OF A  
GENEALOGICAL VITAL RECORD**

- **Genealogical Records** are birth occurring more than 80 years ago (unless the individual is still living), marriages occurring more than 50 years ago and deaths occurring more than 40 years ago. The Office of Vital Statistics and Registry has records beginning January 1915.
- **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.

To get an Apostille Seal, first obtain a certified copy of the vital record from the State Office of Vital Statistics and Registry by checking the Apostille Seal box on the application. You will receive a certified copy of the vital record with the original signature of the State Registrar or Assistant State Registrar. **You must forward this document to the [New Jersey Department of Treasury](http://www.state.nj.us/treasury/revenue/apostilles.shtml), which issues the Apostille Seal.**  
(<http://www.state.nj.us/treasury/revenue/apostilles.shtml>)

**Applications** for a certification or certified copy of a **Genealogical** record **require** the applicant to provide a completed application, valid proof of identity<sup>1</sup>, payment of the fee<sup>2</sup> and if requesting a certified copy, proof that establishes you are:

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

**All genealogy applications must be filed by mail and require the applicant to provide copies of the above documents.**

**NOTE: ALL items not marked as optional are required.**

<p><b>Mailing Address:</b> Borough of Palmyra 20 W Broad Street Palmyra, NJ 08065</p>	<p><b>Original vital records for New Jersey from May 1848 to 1914 are available from:</b>  New Jersey State Archives PO Box 307 Trenton, NJ 08625-0307</p>
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<sup>1</sup> 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 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 state (within previous 90 days) or W-2/tax return for current or previous year.

