APPLICATION FOR A GENEALOGICAL CERTIFICATION
OR CERTIFIED COPY OF A VITAL RECORD

<table>
<thead>
<tr>
<th>Requestor’s Relationship to Person on Record (proof is required for certified copy)</th>
<th>Requestor’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Request / / /</td>
<td></td>
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<tr>
<td>Reasons for Request</td>
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<tr>
<td>□ Genealogy</td>
<td></td>
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<tr>
<td>□ Dual Citizenship</td>
<td></td>
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<tr>
<td>□ Estate Matters</td>
<td></td>
</tr>
<tr>
<td>□ Other:</td>
<td></td>
</tr>
</tbody>
</table>

Name of Requestor
First
Middle
Last

Current Mailing Address (must match address on ID)
Street
City
State
Zip Code
Email Address @
Daytime Phone Number ()

BIRTH (OVER 80 YEARS AGO)
Child’s Name at Birth
First
Middle
Last
No. Requested Copies
Name of Child’s Parents (name given at birth or on birth certificate / Maiden Name) (optional)
Parent A
First
Middle
Last
Parent B
First
Middle
Last
If Child’s name was changed:
New Name
Describe Change

MARRIAGE (OVER 50 YEARS AGO)
No. Requested Copies
Place of Event (optional)
City
State
County
Event Date / Years (to search)
Name of Spouses (name given at birth or on birth certificate / Maiden Name) (optional)
Spouse A
First
Middle
Last
Spouse B
First
Middle
Last

DEATH (OVER 40 YEARS AGO)
Name of Decedent
First
Middle
Last
No. Requested Copies
Place of Death (optional)
City
State
County
Date of Death / Years (to search)
Name of Decedent’s Parents (name given at birth or on birth certificate / Maiden Name) (optional)
Parent A
First
Middle
Last
Parent B
First
Middle
Last

Have you enclosed and completed all required information?
□ Completed Application
□ Proof of Relationship
□ Payment
□ Acceptable Forms of ID
□ Mailing Address Matches ID

REG-38a
SEP 17
FOR STATE USE ONLY
Payment Type: □ Cash □ M/O □ Check □ Waived Amount: $ □ ID Viewed Processed By:
INSTRUCTIONS FOR APPLICATION
OBTAINING COPY OF GENEALOGICAL VITAL RECORDS

- **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.

- **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 issued by the State Office of Vital Statistics and Registry. You must 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](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 identity¹, payment of the fee² 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
- requesting 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.

<table>
<thead>
<tr>
<th>Location Address:</th>
<th>Fees:</th>
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</table>
| Borough of Bradley Beach  
Vital Statistics and Registry  
701 Main Street  
Bradley Beach, NJ 07720 | **Hours of Operation:**  
9:00am - 4:00pm  
Closed for Lunch 12:00pm - 1:00pm  
Monday - Friday |
| **Mailing Address:** | Service .................. $10.00 per copy |
| Borough of Bradley Beach  
Vital Statistics and Registry  
701 Main Street  
Bradley Beach, NJ 07720 | |

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 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 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.