

# BOROUGH OF METUCHEN

## CERTIFIED COPY OF VITAL RECORDS

### REQUEST INFORMATION FOR CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

#### Fees:

A certified copy of a Birth record may be obtained for a fee of \$25.00 for the first copy and \$2.00 for each additional copy requested at the same time. Cash is accepted in person, checks or money orders made out to "Borough of Metuchen" are accepted either in person or through the mail. Do not mail cash.

#### ID Required. Acceptable Identification:

You must provide acceptable identification in order to get a copy of any vital record. The following are acceptable forms of identification:

- A current, valid photo driver's license or photo non-driver's license with current address (government issued)

OR

- A current, valid driver's license without photo and one alternate form of identification with current address.

OR

- Two alternate forms of identification, **one of which must have current address.**

Alternate forms of identification are:

- Vehicle registration
- Vehicle insurance card
- US/Foreign Passport
- Voter registration
- Green card/Immigrant visa
- Federal/State ID
- County ID
- School ID
- W-2 for current/'previous tax year
- Utility/bank statement from within the last 90 days

Please **DO NOT MAIL** original identification documents. Only copies are required. You must bring in originals if coming to the office.

#### Proof of relationship:

To get a certified copy you must provide proof of your relationship to the person listed on the vital record and the proof must establish you are one of the following:

- The subject of the record
  - The subject's parent, legal guardian or legal representative
  - The subject's spouse/civil union or domestic partner; child, grandchild or sibling, if of legal age
  - A state or federal agency for official purposes
  - Pursuant to court order
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- Parent's or sibling's vital record:
    - You must provide a copy of your birth certificate to show you are the child or sibling of the person whose record you are requesting.
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- Your grandparent's vital record:
    - You must establish that you are the person's grandchild by providing proof that links the name on your ID to the name of the grandparent.
    - For example, if you changed your last name after marriage/civil union and want a grandparent's vital record, you must:
      1. Provide your marriage/civil union certificate to show your name at birth
      2. Provide your birth certificate to identify your parent, and
      3. Provide the parent's birth certificate to identify the grandparent.

Grandparents are not allowed to request birth certificates for grandchildren unless there is custody paperwork stating the grandparents have custody.

Office hours are Monday through Friday 8:00 AM – 4:00 PM. You must submit your application by 3:30 PM to obtain your certified copy the same day.

If you have any questions, please call: (732) 632-8523 or email [mmulligan@metuchen.com](mailto:mmulligan@metuchen.com)

Certified Copy Request forms can be downloaded from the Metuchen website: <http://metuchennj.org/>

State of New Jersey Vital Statistic website:

[www.state.nj.us/health/vital](http://www.state.nj.us/health/vital)