

Below are the directions for obtaining a Birth, Marriage or Death Certificate:

1. Complete the application.

Which may be downloaded at <http://www.lakewoodnj.gov/images/db/admin-1902-DOC016.pdf>

2. Copies are \$10.00 each and the only form of payment **accepted by mail** is a Money Order.

Please make it payable to LAKEWOOD TOWNSHIP.

Please enclose a self-addressed stamped envelope.

3. **If requested in PERSON**, we take cash, and accept all major Credit Cards.

4. A copy of valid identification must be included.

An example of this would be:

A 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 different alternate forms of ID, **one of which must show the current address.***

Such as the following:

Vehicle Registration Card

Immigrant Visa Permanent

Vehicle Insurance Card

Residence Card (Green Card)

Voter Registration Card

Federal/State ID

U.S. Foreign Passport

School ID

Utility Bill or Bank Statement (within last 90 days) W-2 for current or the previous tax year

5. **If your name has changed since the date of the vital record**, please include documentation to show how the name change occurred. **(For example if you have been married, please include a copy of your marriage certificate.) Please see following page for information on how to prove relationship for other family records.**

6. People who are homeless can provide identification from a social worker or homeless shelter coordinator.

7. People who are incarcerated can provide legal imprisonment, conviction papers or release documents that include the name, social security number and all possible aliases used in the past or identification from a prison/probation official.

How to prove relationship for non-genealogical records

If you are requesting a **certification** (an informational copy of a vital record not valid for legal purposes), you **do not** need to provide proof of relationship.

If you are looking for a **certified copy** of:

- your own birth certificate and you have assumed your spouse's/civil union partner's surname
you must provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.
- your child's birth certificate
you don't need any additional documents.
- **your spouse's/civil union partner's** birth certificate
you must provide a copy of your marriage/civil union certificate.
- **your parent's or sibling's** vital record
you must provide a copy of your birth certificate.
if you have assumed your spouse's/civil union partner's last name you must also provide a copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.
- **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.

If you **are not** a person qualified to get a **certified copy** of a record

- but **you are helping** a person receive a certified copy of a vital record they are eligible to receive

you must show your valid ID and a notarized, written release authorizing you to get the record on that person's behalf
OR, you can supply a written release from the person you are helping along with a copy of that person's valid photo ID.

If you are an **attorney**

- who is executor

of an estate
you must supply proof of appointment as the executor.
- who is the **legal representative of the executor** of an estate
you must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.
- who is the **legal representative of an individual** that is eligible to receive a certified copy of a vital record
you must supply proof of legal retainer by the eligible individual and their proof of relationship.
- who needs a certified copy of a vital record and **you are not the legal representative** of an eligible person you must obtain a court order directing the State Registrar to issue a certified copy of the record. A subpoena is not sufficient to issue a copy of a vital record.