



Township of Wall  
 Office of Vital Statistics  
 2700 Allaire Road  
 Wall, NJ 07719  
 (732)449-8444 Ext. 2200

## 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.
- Certified copies can also be obtained through the New Jersey Office of Vital Statistics and Registry.
  - The New Jersey Office of Vital Statistics and Registry will issue certifications. As per Township Ordinance, Wall Township does not issue certifications.

### 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 provide a self-addressed stamped envelope that matches the address on the application for the record to be returned to.
  - Applications made in person **will take one business day to process.**
    - **Hours: Monday through Friday from 8:30am-1:00pm**

### Why do I need a certified copy?

- Certified copies, with a raised seal, are the true copy of a primary document; copy 3 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?

- \$20.00 (twenty dollars) per copy
  - Cash or check only
- \$20.00 (twenty dollars) per amendment prepared by the township.
  - Cash or check only

### Notes:

- The registrar cannot 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

|   |   |
|---|---|
| Self  | 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> |
| I am the: Parent/legal guardian/legal representative  | 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>               |
| I am the: Spouse/civil union partner/domestic partner | Apply as if applying for "self" <b>*See below</b>   |
| I am the: Child                                       | Provide your birth certificate naming your parents. <b>*See below</b>   |
| I am the: Sibling                                     | Provide your birth certificate and your sibling's birth certificate naming at least one parent as the same. <b>*See below</b>   |
| I am the: Grandchild                                  | 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

|   |  |
|---|--|
| Self  | Not applicable   |
| I am the: Parent/legal guardian/legal representative  | 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> |
| I am the: Spouse/civil union partner/domestic partner | Provide a copy of your marriage/civil license/ domestic partnership. <b>*See below</b>   |
| I am the: Child                                       | Provide your birth certificate naming your parents. <b>*See below</b>  |
| I am the: Sibling                                     | Provide your birth certificate and your siblings birth certificate naming at least one parent as the same. <b>*See below</b>                               |
| I am the: Grandchild                                  | 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

|   |   |
|---|---|
| Self  | 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> |
| I am the: Parent/legal guardian/legal representative  | Identification provided would have to match on of the names listed on the birth certificate of the child. <b>*See below</b>   |
| I am the: Spouse/civil union partner/domestic partner | Provide a copy of your marriage/civil license/ domestic. <b>*See below</b>  |
| I am the: Child                                       | Provide your birth certificate naming your parents. <b>*See below</b>   |
| I am the: Sibling                                     | Provide your birth certificate naming your parents, at least one parent must be the same as on the record. <b>*See below</b>  |
| I am the: Grandchild                                  | Provide your birth certificate, your parents birth certificate that names your grandparent as the parent. <b>*See below</b>   |

### **Other:**

|                                       |  |
|---------------------------------------|--|
| I am the: Attorney/Executor/Executrix | <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.