Borough of Mantoloking Vital Statistics and Registry PO Box 247, 202 Downer Avenue Mantoloking, NJ 08738

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

Certified Copy	Requestor's Relationship to Person on Record (proof is	Requestor's Signature	
Certified Copy for an Apostille Seal	required for certified copy)		
Certification		Date of Request / /	
Name of Requestor	***	Reasons for Request	
First	Middle	Genealogy	
Last		Dual Citizenship	
Current Mailing Address (must match address on ID)			
Street		Other:	
City	State Zip Co	de	
Email Address	Daytime Phone	Number	
@	. ()	-	
BIRTH (OVER 80 YEARS AGO)			
Child's Name at Birth First	Middle	Last	
No. Requested Copies Place of Birth (op	tional)	County Date of Birth / Years (to search)	
City	State		
Name of Child's Parents (name given at birth			
Parent A First	Middle	Last	
Parent B First	Middle	Last	
If Child's name was changed: New Name	Describe Change		
New Name Describe Change			
MARRIAGE (OVER 50 YEARS AGO)			
No. Requested Copies Place of Event (on		County Event Date / Years (to search)	
City	State		
Name of Spouses (name given at birth or on birth certificate / Maiden Name)			
Spouse A First	Middle	Last	
Spouse B First	Middle	Last	
DEATH (OVER 40 YEARS AGO)	5 1 1 7 1 C 1 (5 6 5 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6		
Name of Decedent First	Middle	Last	
No. Requested Copies Place of Death (o	ptional)	County Date of Death / Years (to search)	
City	State		
Name of Decedent's Parents (name given at	birth or on birth certificate / Maiden Na	me) (optional)	
Parent A First	Middle	Last	
Parent B First	Middle	Last	
Have you enclosed and completed all Completed Application Proof of Relationship			
required information?	☐ Payment	Acceptable Forms of ID	
		Mailing Address Matches ID	
FOR STATE USE ONLY			
REG-38a MAY 18 Payment Type: Cash M/O		□ 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)

Applications for a certification or certified copy of a <u>Genealogical</u> record <u>require</u> 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;
- o a state or federal agency for official purposes, or
- o 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.

Location Address:	Hours of Operation:
Borough of Mantoloking Vital Statistics and Registry 202 Downer Avenue Mantoloking, NJ 08738	8:30AM - 4:30 PM Monday - Friday
Mailing Address:	Fees:
Borough of Mantoloking Vital Statistics and Registry PO Box 247 Mantoloking, NJ 08738	Certified Copy \$10.00 Service \$XX.XX Service \$XX.XX Service \$XX.XX Service \$XX.XX Service \$XX.XX Service \$XX.XX Service \$XX.XX

Click to Lock & Save Form w/ LHD Info

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.