

## GETTING A CERTIFIED COPY

### Birth, Death, Marriage, Civil Union and Domestic Partnership

1. Fill out the Application for a Non-Generalogical Certification or Certified Copy of a Vital Record (REG-37a). (Available at [www.kingwoodtownship.com](http://www.kingwoodtownship.com) under the Registrar Tab)

**\*\*The application must be filled out in its entirety & the applicant must be able to completely identify the record. NO EXCEPTIONS, IF THE RECORD CANNOT BE IDENTIFIED AS PRESCRIBED ON THE APPLICATION, CERTIFIED COPIES CANNOT BE ISSUED.**

2. Proof of relationship is required that establishes you are:
  - The subject of the record
  - 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
  - Requesting pursuant to a court order

3. Provide valid proof of identity.

The following are acceptable forms of ID:

- A current, valid photo driver's license or photo non-driver's license with current address  
--- **OR**
- A current, valid driver's license without photo and one alternate form of ID, both with current address  
--- **OR**

Two alternate forms of ID, both of which must have current address.

Alternate forms of ID are:

- Vehicle registration
- Vehicle insurance card
- Voter registration
- US/Foreign Passport
- Immigrant Visa
- Permanent Resident Card (Green card)
- Federal/State ID
- County ID
- School ID
- Bank Statement (within previous 90 days)
- Utility bill (within the previous 90 days)
- W-2 for current/previous tax year

4. Proof of residency (the proof of residency must match what is written on the application).
5. The fee for certified copies is \$15.00 per copy. Payment can be made by cash, check or money order made payable to "Kingwood Township". We do not accept Credit or Debit Cards. You can apply in person (please call to make an appointment 908-996-4276 Ext. 222) OR Mail your completed application along with copies of the proofs and fee to:

Registrar of Vital Statistics  
Kingwood Township  
599 Oak Grove Road  
Frenchtown, NJ 08825