

TOWNSHIP OF PLAINSBORO  
 Office of the Township Clerk/Registrar  
 641 Plainsboro Road  
 Plainsboro, NJ 08536  
 609-799-0909 ext. 2547

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

<input checked="" type="checkbox"/> <b>Certified Copy</b> <input type="checkbox"/> <b>Certified Copy for an Apostille Seal</b> <input type="checkbox"/> <b>Certification</b>	<b>Requestor's Relationship to Person on Record</b> <i>(proof is required for certified copy)</i>		<b>Requestor's Signature</b>	
			Date (of request) / /	
<b>Name of Requestor</b> <i>First</i> <i>Middle</i> <i>Last</i>				
<b>Current Mailing Address</b> (must match address on ID) <i>Street</i> <i>City</i> <i>State</i> <i>Zip Code</i>				
<b>Email Address</b> <i>@</i>		<b>Daytime Phone Number</b> <i>( ) -</i>		
<b>Reasons for Request</b> <input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> School / Sports <input type="checkbox"/> Veterans' Benefits <input type="checkbox"/> Social Security Card / Benefits <input type="checkbox"/> Medicare <input type="checkbox"/> Welfare / Disability <input type="checkbox"/> Other: _____				

<input type="checkbox"/> <b>BIRTH</b>				
<b>Child's Name at Birth</b> <i>First</i> <i>Middle</i> <i>Last</i>				
<b>No. Requested Copies</b>		<b>Place of Birth</b> <i>City</i> PLAINSBORO TWP.	<b>County</b> MIDDLESEX	<b>Date of Birth</b> <i>/ /</i>
<b>Name of Child's Parents</b> (name given at birth or on birth certificate / Maiden Name)				
<b>Parent A</b> <i>First</i>		<i>Middle</i>	<i>Last</i>	
<b>Parent B</b> <i>First</i>		<i>Middle</i>	<i>Last</i>	
<b>If Child's name was changed:</b> <i>New Name</i> <i>Describe Change</i>				

<input type="checkbox"/> <b>MARRIAGE</b>		<input type="checkbox"/> <b>CIVIL UNION</b>		<input type="checkbox"/> <b>DOMESTIC PARTNERSHIP</b>	
<b>No. Requested Copies</b>		<b>Place of Event</b> <i>City</i> PLAINSBORO TWP.	<b>County</b> MIDDLESEX	<b>Date of Event</b> <i>/ /</i>	
<b>Name of Spouses</b> (name given at birth or on birth certificate / Maiden Name)					
<b>Spouse A</b> <i>First</i>		<i>Middle</i>	<i>Last</i>		
<b>Spouse B</b> <i>First</i>		<i>Middle</i>	<i>Last</i>		

<input type="checkbox"/> <b>DEATH</b>				
<b>Name of Decedent</b> <i>First</i> <i>Middle</i> <i>Last</i>				
<b>No. Requested Copies</b>		<b>Place of Death</b> <i>City</i> PLAINSBORO TWP.	<b>County</b> MIDDLESEX	<b>Date of Death</b> <i>/ /</i>
<b>Name of Decedent's Parents</b> (name given at birth or on birth certificate / Maiden Name)				
<b>Parent A</b> <i>First</i>		<i>Middle</i>	<i>Last</i>	
<b>Parent B</b> <i>First</i>		<i>Middle</i>	<i>Last</i>	

Have you enclosed and completed all required information?

Completed Application  
 Payment  
 Proof of Relationship  
 Acceptable Forms of ID  
 Mailing Address Matches ID

- **Non-Genealogical Records** are births occurring within the last 80 years or if the individual is still living, marriages occurring within the last 50 years, deaths occurring within the last 40 years and all civil union and domestic partnership records.
- **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.

An Apostille Seal can only be obtained by first requesting certified copy of the vital record from the State Office of Vital Statistics and Registry. **You would then 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 Non-Genealogical record **require** the applicant to provide a completed application, valid proof of identity<sup>1</sup>, payment of the fee and, if requesting a certified copy, proof 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; or
- requesting pursuant to a court order.

To request a certified copy of a Certificate of Birth Resulting in Stillbirth, use form REG-68, which is available on the New Jersey Department of Health website at: <http://nj.gov/health/vital/registration-vital/stillbirth/>.

<b>Location Address:</b>  TOWNSHIP OF PLAINSBORO Office of the Township Clerk/Registrar 641 Plainsboro Road Plainsboro, NJ 08536	<b>Hours of Operation:</b>  8:30 AM - 3:30 PM Monday - Friday
<b>Mailing Address:</b>  TOWNSHIP OF PLAINSBORO Office of the Township Clerk/Registrar 641 Plainsboro Road Plainsboro, NJ 08536	<b>Fees:</b>  Certified Copy:\$15.00 Amendment/Correction:\$25.00  In-Person Requests:Cash and Credit/Debit Cards (\$2.00 additional processing fee) Mail-In Requests:Money Order

<sup>1</sup> 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 (2) 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 statement (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.