

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

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

<input type="checkbox"/> Certified Copy <input type="checkbox"/> Certified Copy for an Apostille Seal <input type="checkbox"/> Certification		Requestor's Relationship to Person on Record (proof is required for certified copy)	Requestor's Signature Date of Request / /	
Name of Requestor First Middle Last				
Current Mailing Address (must match address on ID) Street City State Zip Code				
Email Address @ .		Daytime Phone Number () -		
<input type="checkbox"/> BIRTH (OVER 80 YEARS AGO)				
Child's Name at Birth First Middle Last				
No. Requested Copies		Place of Birth (optional) City State	County	Date of Birth / Years (to search)
Name of Child's Parents (name given at birth or on birth certificate / Maiden Name) (optional) Parent A First Middle Last Parent B First Middle Last				
If Child's name was changed: New Name Describe Change				
<input type="checkbox"/> MARRIAGE (OVER 50 YEARS AGO)				
No. Requested Copies		Place of Event (optional) City State	County	Event Date / Years (to search)
Name of Spouses (name given at birth or on birth certificate / Maiden Name) (optional) Spouse A First Middle Last Spouse B First Middle Last				
<input type="checkbox"/> DEATH (OVER 40 YEARS AGO)				
Name of Decedent First Middle Last				
No. Requested Copies		Place of Death (optional) City State	County	Date of Death / Years (to search)
Name of Decedent's Parents (name given at birth or on birth certificate / Maiden Name) (optional) Parent A First Middle Last Parent B First Middle Last				

Have you enclosed and completed all required information?

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

- **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 **Genealogical** record **require** 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;
- a state or federal agency for official purposes, or
- 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: TOWNSHIP OF PLAINSBORO Office of the Township Clerk/Registrar 641 Plainsboro Road Plainsboro, NJ 08536	Hours of Operation: 8:30 AM - 3:30 PM Monday - Friday
Mailing Address: TOWNSHIP OF PLAINSBORO Office of the Township Clerk/Registrar 641 Plainsboro Road Plainsboro, NJ 08536	Fees: Certified Copy.....\$15.00 Correction.....\$25.00 **Additional convenience fee.....\$2.00 Cash, Money Order or **Credit Card payments only. NO CHECKS WILL BE ACCEPTED.

¹ 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 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.