

TO REQUEST A CERTIFIED COPY

Acceptable forms of identification, listed below, must be presented in order to obtain a vital record:

- Valid Photo Driver's License with current address AND REQUESTOR'S PROOF OF RELATIONSHIP

OR **TWO** alternate valid forms of ID with requestor's proof of relationship, one of which must show the **current physical address. Expired ID's will not be accepted:**

- Current Non-Photo Driver's License
- Current Vehicle Registration
- Current Insurance Card
- Current Voter Registration Card
- Current Passport
- Current Green Card
- Current County ID
- Current School ID
- Current Work ID
- Current State ID
- Current Military ID
- Current Utility Bill (current within the last 30 days)

If mailing, please submit clear photocopies of identification listed above and include:

- A phone number you can be reached at during daytime hours.
- Self-addressed stamped envelope with enough postage based upon the number of certified copies you are seeking. Envelope address MUST match address on ID.
- Completely filled out application form. Any blanks or wrong information on the application, we will not process your request.
- Copy of valid Id listed above AND proof of Requestor's Relationship
- Mail requests to Registrar, Vital Statistics, Borough of South Plainfield, 2480 Plainfield Avenue, South Plainfield, NJ 07080
- Check or money order made payable to "Borough of South Plainfield" must include phone number.
Each certificate is \$20.
- **Please allow two weeks to process.**