

Borough of Franklin Lakes
Board of Health
480 DeKorte Drive
Franklin Lakes, NJ 07417
201-891-0048, Extension 5

**Application Process for Obtaining Certified Copies of Non-Genealogical Records
Birth, Death, Marriage, Civil Union and Domestic Partnership**

Non-Genealogical Records (current events) are:

Births occurring within the last eighty (80) years
Marriages occurring within the last fifty (50) years
Deaths occurring within the last forty (40) years
All domestic partnerships and civil unions

For all requests, the following must be sent with your application:

1. All required copies of ID for proof of identity
2. The correct fees
3. Copies of documents proving your relationship to the person named on the record

Your application will be returned if you do not send in all required documentation.

Step 1: Identify the non-genealogical record:

You must be able to fully identify the record by providing all of the information listed below on the application form. Your request cannot be accepted unless you provide the information below:

Full name on the record
City where the event occurred
Exact date of the event (month, day and year)
Mother's maiden name
Father's name (if recorded on the record)
For marriage, civil union or domestic partnership – instead of parents' names, you must provide the name of the spouse/partner

Step 2: Provide Acceptable Identification:

You must provide acceptable ID in order to get a copy of any vital record. Copies of vital records must be mailed to the address listed on your identification.

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 with current address

Or

Two alternate forms of ID, one 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)
Tax return or W-2 for current/previous tax year

Please do not send in original ID documents. Only copies are required.

Step 3: Payment

Certified copies of birth, marriage, remarriage, civil union, reaffirmation of civil union and domestic partnership certificates are \$15.00 each. Certified copies of death certificates are \$25.00 for the first copy and \$2.00 for each additional certified copy thereafter, ordered at the same time. Make check payable to the Borough of Franklin Lakes.

Step 4: Proof of relationship

To obtain a certified copy you must provide proof of your relationship to the person listed on the record and the proof must establish you are one of the following:

The subject of the record
The subject's parent, legal guardian or legal representative
The subject's spouse/civil union partner; child, grandchild or sibling, if of legal age
A state or federal agency for official purposes
Pursuant to court order

Failure to provide proof of relationship is the number one reason certified copy applications must be rejected.

Step 5: Submitting your completed application and supporting documents

All required copies of ID establishing your identity
The correct fee
Copies of documents proving your relationship to the person named on the record

How to prove relationship for non-genealogical records

If you are looking for a certified copy of:

Your own birth certificate - and you have assumed your spouse's/civil union partner's surname – you must provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.

Your child's birth certificate – you don't need any additional documents.

Your spouse's/civil union partner's birth certificate – you must provide a copy of your marriage/civil union certificate.

Your parents or sibling's vital record – you must provide a copy of your birth certificate.

Your grandparent's vital record – you must establish that you are the person's grandchild by providing proof that links the name on your ID to the name of the grandparent. For example, if you changed your last name after marriage/civil union and want a grandparent's vital record, you must:

1. Provide your marriage/civil union certificate to show your name at birth
2. Provide your birth certificate to identify your parent, and
3. Provide the parent's birth certificate to identify the grandparent.

If you are not a person qualified to get a certified copy of a record - but you are helping a person receive a certified copy of a vital record they are eligible to receive, you must show your valid ID and a notarized, written release authorizing you to get the record on that person's behalf or you can supply a written release from the person you are helping along with a copy of that person's valid photo ID.

If you are an attorney:

Who is executor of an estate - you must supply proof as the executor.

Who is the legal representative of the executor of an estate – you must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.

Who is the legal representative of an individual that is eligible to receive a certified copy of a vital record – you must supply proof of legal retainer by the eligible individual and their proof of relationship.

Who needs a certified copy of a vital record and you are not the legal representative of an eligible person – you must obtain a court order directing the State Registrar to issue a certified copy of the record. A subpoena is not sufficient to issue a copy of a vital record.