

Township of Riverside
Office of the Registrar
P.O. Box 188
Riverside, NJ 08075
(856) 461 – 1460

Dear Sir / Madam,

Enclosed is the application to obtain a certified copy of a vital record for events that occurred in Riverside Township, Burlington County, New Jersey. Please fill out the form and return it with the appropriate fee. The fee for certified copies is \$30.00 for the first copy and \$10.00 for each additional copy. **Money orders are the only acceptable form of payment if application is done by mail.**

Please enclose a copy of your current photo drivers' license or other appropriate identification that is acceptable by the State of New Jersey. A list of acceptable identification is enclosed.

If the proper identification is not enclosed, the application will not be processed and will be returned.

Certified Copies of Certificates or other legal documentation must be provided to establish lineage if applicable.

Married females requesting Certified Copies of their Birth Certificate must provide a Certified Copy of their Marriage Certificate to show name change.

A self addressed stamped envelope must also be enclosed for return mailing.

The application should be sent to the address that is listed above.

Should you have any questions, please contact the Registrar's Office. Thank you.

Sincerely,

Susan M. Dydek, RMC
Municipal Registrar

Enclosures

Riverside Township
Office of the Registrar
PO Box 188
Riverside, NJ 08075

APPLICATION FOR A NON-GENEALOGICAL CERTIFICATION OR CERTIFIED COPY OF A VITAL RECORD
APLICACIÓN PARA COPIAS CERTIFICADAS Ó CERTIFICACIONES DE REGISTROS CIVILES NO-ANCESTRO

<input type="checkbox"/> I would like a Certified Copy . (Quiero una copia certificada.)		Preferred format (if available): (Prefiero:) <input type="checkbox"/> Computer-generated copy of original. (Copia del Original-Generado por Computadora) <input type="checkbox"/> Digital Image/Photocopy of original. (Imagen Digital/Fotocopia del Original)	
Documents in need of an Apostille Seal must be obtained from the State. (Registros que necesitan un Sello de Apostille, deben ser obtenidos por la Oficina Estatal.)			
Name of Applicant (Nombre de Apicante)		Relationship to person on record (Proof is required if certified copy requested.) [Relación al individuo (Prueba es requerida para copia certificada.)]	
Current Mailing Address (Must Match address on ID) [Dirección Postal (Debe coincidir con identificación)]		Reasons for Request: (Motivo de solicitud) <input type="checkbox"/> Passport (Pasaporte) <input type="checkbox"/> Driver's License (Licencia de Conducir) <input type="checkbox"/> School/Sports (Escuela/Deportes) <input type="checkbox"/> Veterans' Benefits (Beneficios veteranos) <input type="checkbox"/> Social Security Card (Tarjeta Seguro Social) <input type="checkbox"/> Social Security Disability (SSI / Incapacidad) <input type="checkbox"/> Other SS Benefits (Otros beneficios de seguro social) <input type="checkbox"/> Medicare (Medicare) <input type="checkbox"/> Welfare (Asistencia Pública) <input type="checkbox"/> Other (Otro) _____	
City (Ciudad)	State (Estado)	Zip Code (Código Postal)	Daytime Telephone Number (Número Telefónico)
Applicant's Signature (Firma del Apicante)		Date of Application (Fecha)	

<input type="checkbox"/> BIRTH (NACIMIENTO)	Full Name of Child at Time of Birth (Nombre Completo al Nacer)		No. Requested Copies (No. de Copias)	
	Place of Birth (City, Town) [Lugar de Nacimiento (Ciudad, Pueblo)]	County (Condado)	Exact Date of Birth (Fecha de Nacimiento)	
	Full Name of Child's Parent A (List name given at birth or on birth certificate) [Nombre completo de Padre/Madre A (Inscrito en el acta de nacimiento)]			
	Full Name of Child's Parent B (if on record) (List name given at birth or on birth certificate) [Nombre completo de Padre/Madre B (si el registro) (Inscrito en el acta de nacimiento)]			
	If the Child's Name was Changed, Indicate New Name and How it was Changed: (Si el nombre del niño fue cambiado, indique el nuevo nombre y como fue cambiado):			
<input type="checkbox"/> MARRIAGE (MATRIMONIO)	Full Name of Spouse A/Partner A (List name given at birth or on birth certificate) [Nombre de Esposo/Pareja (Inscrito en el acta de nacimiento)]		No. Requested Copies (No. de Copias)	
	<input type="checkbox"/> CIVIL UNION (UNIÓN CIVIL)	Full Name of Spouse B/Partner B (List name given at birth or on birth certificate) [Nombre de Esposo/Pareja (Inscrito en el acta de nacimiento)]		Exact Date of Event (Fecha Exacta del Evento)
		<input type="checkbox"/> DOMESTIC PARTNERSHIP (SOCIEDAD DOMÉSTICA)	Place of Event (City, Town) [Lugar del Evento (Ciudad, Pueblo)]	
<input type="checkbox"/> DEATH (DEFUNCIÓN)	Name of Deceased Individual (Nombre del Fallecido)			
	Exact Date of Death (Fecha Exacta del Evento)		No. Requested Copies (No. de Copias)	
	Place of Event (City/Town) [Lugar del Evento (Ciudad, Pueblo)]		County (Condado)	
	Full Name of Deceased Individual's Parent A (List name given at birth or on birth certificate) [Nombre completo de Padre/Madre A (Inscrito en el acta de nacimiento)]	Full Name of Deceased Individual's Parent B (List name given at birth or on birth certificate) [Nombre completo de Padre/Madre B (Inscrito en el acta de nacimiento)]		

Application Checklist: Have you enclosed and completed all required information?
 (Lista Comprobada: ¿A Usted Incluido y Completado Toda la Información Requerida en la Aplicación?)

- All Items on Application (Todo Artículos en la Aplicación)
 Payment (Pago)
 Acceptable Forms of ID (Identificación Aceptable)
 Proof of Relationship (Prueba de Parentesco)
 Mailing Address Matches ID (Dirección Postal Coincidente con ID)

FOR OFFICIAL USE ONLY

Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> M/O	Payment Amount: \$	ID Viewed:	Processed By
---	-----------------------	------------	--------------

APPLICATION REQUIREMENTS FOR CERTIFIED COPIES

A Completed Application for Genealogical or Non-Genealogical Copy of a Vital Record

Valid Identification: 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

Vehicle Registration Card

Vehicle Insurance Card

Voter Registration Card

US/Foreign Passport

Immigrant Visa

Permanent Residence Card (Green Card)

Federal/State ID

School ID

Utility Bill or Bank Statement (within last 90 days)

W-2 for current or the previous tax year

If you are looking for a certified copy, 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
- Pursuant to court order

To establish proof of relationship for.....

Your own birth certificate your valid ID is acceptable; however, if you have assumed your spouse's or civil union partner's surname, provide a copy of your marriage or civil union certificate to link the name on your current ID to the name on your birth certificate.

Your child's birth certificate, if the name on your identification matches the name of the child's parent then your identification will establish your relationship. If your current name does not match the name as recorded on the birth certificate, as the parent you will need to supply a copy of your marriage or civil union certificate or legal name change.

Your spouse's/civil union partner's birth record, provide a copy of your marriage/civil union certificate.

Your parent's or sibling's vital record, provide a copy of YOUR birth certificate with parents' names.

Your grandparent's vital record, you must establish that you are the person's grandchild by linking 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 looking for a certified copy of a record and are....

An executor of an estate, you must supply proof of appointment as the executor.

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.

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.

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.

In need of a vital record and 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.

