TO OBTAIN A BIRTH CERTIFICATE BY MAIL

PLACE OF BIRTH MUST BE IN MIDDLE TOWNSHIP

You may print and complete the attached application with the required identification with the following information:

- **Applicant's Contact Information – telephone number, e-mail address**
- **Person's Full Name at Time of Birth (first, middle, last name)**
- **Place of Birth**
- **Date of Birth (month/day/year)**
- **Mother's Full Name (first, middle, last *maiden name*)**
- **Father's Full Name (first, middle, last name)**

- If applying for yourself and name has changed due to marriage, we will **require** a copy of your marriage certificate. If name change was due to a legal court order or adoption, PLEASE list the name given per the court order or adoption.

ALSO INCLUDE:

A **MONEY ORDER** made payable to **Middle Township**, in the amount of **$25.00** for the first copy and $2.00 for each additional copy ordered at the **same time.** Also, a self-addressed stamped envelope (address on application must match address on identification).

The forms of identification that are required are:
- Copy of applicant's driver's license (valid & current)
- If you are **NOT** the person on record please provide proof of relationship to person on record (i.e. birth certificate with parent's names, marriage certificate, etc.)

If the applicant has no valid state issued identification, we will accept **TWO (2)** of the following forms (both must show current name and address, and must be dated within the past 90 days):
- Bank Statement
- Tax Return or W-2 for Current / Previous Year
- Utility Bill
- Vehicle Registration
- Voter Registration

We will not accept junk mail as a form of identification.

Questions? Please give us a call (609) 465-8722.

Our office is open Monday through Friday and takes requests from 9:00am – 3:30pm.

Township of Middle
Office of Vital Statistics
33 Mechanic Street
Cape May Court House, New Jersey 08210

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

☑ *Certified Copy* ☐ Certified Copy for an Apostille Seal ☐ *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*		**Reasons for Request** ☐ Passport ☐ Driver's License ☐ School / Sports ☐ Veterans' Benefits ☐ Social Security Card / Benefits ☐ Medicare ☐ Welfare / Disability ☐ Other: _____
Current Mailing Address *(must match address on ID)* *Street* *City* *State* *Zip Code*		
Email Address @ .	**Daytime Phone Number** ( ) -	

☐ BIRTH

Child's Name at Birth	*First* *Middle* *Last*		
No. Requested Copies	**Place of Birth** *City* Middle Township *State* New Jersey	**County** Cape May	**Date of Birth** / /
Name of Child's Parents *(name given at birth or on birth certificate / Maiden Name)*			
Parent A	*First* *Middle* *Last*		
Parent B	*First* *Middle* *Last*		
If Child's name was changed:			
New Name	*Describe Change*		

☐ MARRIAGE ☐ CIVIL UNION ☐ DOMESTIC PARTNERSHIP

No. Requested Copies	**Place of Event** *City* Middle Township *State* New Jersey	**County** Cape May	**Date of Event** / /
Name of Spouses *(name given at birth or on birth certificate / Maiden Name)*			
Spouse A	*First* *Middle* *Last*		
Spouse B	*First* *Middle* *Last*		

☐ DEATH

Name of Decedent	*First* *Middle* *Last*		
No. Requested Copies	**Place of Death** *City* Middle Township *State* New Jersey	**County** Cape May	**Date of Death** / /
Name of Decedent's Parents *(name given at birth or on birth certificate / Maiden Name)*			
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

REG-37a
SEP 17

FOR STATE USE ONLY			
Payment Type: ☐ Cash ☐ M/O ☐ Check ☐ Waived	**Amount:** $	☐ **ID Viewed**	**Processed By:**

Township of Middle - Office of Vital Statistics
33 Mechanic Street
Cape May Court House, NJ 08210

INSTRUCTIONS FOR OBTAINING A COPY OF *NON-GENEALOGICAL* VITAL RECORDS

- **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[1], 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/.

Location Address:	**Hours of Operation:**
Township of Middle Office of Vital Statistics 33 Mechanic Street Cape May Court House, NJ 08210	08:30AM - 04:00PM Monday - Friday ***In Person - Cash Only*** ***Mail Orders - Money Order Only***
Mailing Address:	**Fees:**
Township of Middle Office of Vital Statistics 33 Mechanic Street Cape May Court House, NJ 08210	Birth Certificate.....$25.00 Marriage Certificate.....$25.00 Death Certificate.....$25.00 Each Additional Copy.....$2.00 **Amended Certificate** First Page.....$25.00 Each Amended Page.....$2.00

[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 (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.