

Ordering a Certified Copy

Step 1

1) First you must possess an acceptable form of identification

All letter of requests with original signed letters of requests, or electronic signed applications should include an acceptable form of identification such as:

Valid photo driver's license or non-driver's license with current address OR

Valid driver's license without photo & an alternate form of ID with current address OR

Two alternate forms of ID one of which must contain the current address.

Alternate forms are:

Vehicle registration	Federal/State ID	County ID
Vehicle Insurance Card	Immigrant Visa	Permanent Resident Card (Green Card)
Voter Registration semester)	US / Foreign Passport	School ID (College ID-current

OR

Tax Return for current or previous year

Bank Statement (within the previous 90 days)

Utility bill (within the previous 90 days)

Court Documents

*Suggestions: Gas, Electric, Cable, ETC. *

*****Do Not Send Original Documents via mail*****

All submitted documents are within a 90 Day Period and two of the same type of documents are not Allowed

2) Determine your eligibility (relationship) to receive a certified copy. You must meet one (1) of the following criteria:

1. Be the child named on the certificate AND 18 years of age or older.
2. Be the parent, guardian or legal representative of the person named on the certificate or
 - A Spouse, Civil Union or Domestic Partner
 - The Child, grandchild, sibling - if of legal age
 - A State or federal agency for official purpose
 - A court order (no subpoenas)
 - Current custody order for minor children (within the previous year)

If you are requesting a certificate on behalf of another person you MUST provide the following:

****If you are requesting a certificate on behalf of a Sibling or Parent, please provide us with a copy of your birth certificate with parents' name****

****If you are requesting on behalf of a Legal Spouse, please provide us with a copy of your marriage certificate****

**** If a parent is requesting a certificate on behalf of a child and the Mother is married and/or if she is taking on her married name, she must provide us with a copy of her marriage certificate to show her current legal name change (All birth certificates are in the mother's maiden name).**

Note: Grandparents are not eligible to receive certified copies of vital records.

Step 2

Once application form has been downloaded (Link Above), eligible applicants must read all instructions before completing the application form. Fill out the application by fully identifying the record. You must provide us with names, dates, and the place of the event.

Step 3

Payment

1. **Payments in person** - At the Atlantic City Vital Statistics Office – Accepted Forms of Payment: Cash, checks, or money orders. (No debit nor credit is acceptable)
2. **Payment by mail** - Make your Check or money order payable to "City of Atlantic City". DO NOT send cash.

Step 4

Place your application, along with your Photo ID or alternate forms of ID, your payment, and proof of relationship if necessary and send it to the following address:

Mail To:

**City Hall
Vital Statistics, Room #105
Atlantic City, NJ 08401**

Note: Although we process our requests as soon as possible, we cannot predict how long the postal delivery will take. Our average time in which we process requests are between 7 to 15 business days