



Borough of Milltown
Milltown Registrar
39 Washington Avenue
Milltown, NJ 08850
(732)828-2100 Ext. 126

Requirements to Obtain Certified Copies

Milltown Borough Ordinance only allows for the Municipal Registrar to issue Certified Copies of Vital Records. The New Jersey State Office of Vital Statistics will be able to issue Certifications and/or Certified Copies.

You may apply for Certified Copies of a Vital Record by Mail or in Person at Milltown Borough Hall, 39 Washington Avenue Milltown, NJ 08850. **Please note that appointments ARE REQUIRED** if you would like to apply in person. Please contact the Registrar to schedule an appointment.

Requirements to Obtain a Certified Copy of a Vital Record are as follows:

**Failure to meet the following requirements and properly identify the record will result in the Registrar not being able to issue the document.*

➤ **Payment (*Fees vary by town*)**

- In Milltown Borough the fees associated with certified copies are:
 - Death Certificate
 - \$25.00 for the first copy, \$2.00 for additional copies ordered at the same time.
 - Birth, Marriage or Domestic Partnership Certificate
 - \$15.00 per copy

➤ **If Mailing, Include a Self Addressed Stamped Envelope**

➤ **Valid Identification (*Only require one of the following*)**

- Valid Photo Driver's License with current address
- Valid Photo Driver's License and proof of current address
- Valid Passport with proof of current address
 - Examples of Proof of Current Address
 - Vehicle Registration Card
 - Vehicle Insurance Card
 - Voter Registration Card
 - Utility or Tax Bill
 - Lease or Deed of property

➤ **In Addition, Proof of Relationship that established you are:**

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

➤ **Examples of how to establish proof of Relationship**

- 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 parent's or sibling's vital record:
 - Provide a copy of **YOUR** birth certificate with parents' names.
- Your grandparent's vital record:
 - Provide your marriage/civil union certificate to show your name at birth
 - Provide your birth certificate to identify your parent
 - Provide the parent's birth certificate to identify the grandparent.
- Executor of an estate
 - You must supply proof of appointment as the executor
- Legal representative of the executor of the estate
 - Must supply proof of legal retainer by the executor
 - Proof of the individual's appointment as executor

There may be further rules or contingencies regarding vital records. If you have any questions, please contact the Local Registrar of Milltown Borough at (732)828-2100 Ext. 126.