

**Denville Division of Health  
1 Saint Mary's Place  
Denville, NJ  
07834**

Proc Initials: \_\_\_\_\_

Certificate #: \_\_\_\_\_

**973-625-8300 EXT. 262**

**APPLICATION FOR A CERTIFIED COPY OF A VITAL RECORD**

A **Certified Copy** of a vital record event is issued to those individuals who have a direct link to the individual(s) named on the vital record. **Identification Required.**

**See Bottom of this form. SEND \$20.00 PER COPY MONEY ORDER ONLY, with a self stamped addressed return envelope.**

A Certified Copy will contain a raised Seal and can be used for legal or identification purposes.

**PLEASE TYPE OR PRINT CLEARLY! ALL ITEMS ARE REQUIRED UNLESS NOTED OTHERWISE. \* PROOF OF IDENTITY IS REQUIRED. Send MONEY ORDER ONLY PAYABLE TO "Denville Division of Health." DO NOT MAIL CASH.**

Person Requesting Document		Relationship to Person Named On Requested Record	Type of Identification Shown	
Street Address			Photo Driver's License _____	
City Code	State	Zip	Telephone Number	Non Photo Driver's License & alternate form of ID
Signature of Applicant		Date of Application		Photo ID & alter form of ID with address _____
# of Copies		2 alternate forms of ID		
<b>BIRTH CERTIFICATE</b>	Name			
	Place of Birth (City, Town or Township) <b>Denville</b>		County <b>Morris</b>	
	Exact Date of Birth	Place of Birth <b>St. Clare's Hospital</b>		
	Mother's Full Maiden Name		Father's Name (if recorded on the record)	
	If Child's Name Was Changed, Indicate New Name and How It Was Changed			
<b>MARRIAGE CIVIL UNION CERTIFICATE</b>	Maiden Name of Wife/Civil Union Partner			
	Name of Husband/Civil Union Partner		Exact Date of Ceremony	
	Place of Ceremony (City, Town or Township) <b>Denville</b>		County <b>Morris</b>	

**Acceptable Forms of Identification:** Valid Photo Driver's License or Photo Non-Driver's License or Valid Driver's License without photo and alternate form of ID or 2 alternate forms of ID with current address. (See below) **Mail Requests send photocopy of ID only.**

**Alternate Forms of ID:** Non Photo Drivers License, Vehicle Registration, Insurance Card, Voter Registration, Passport, Green Card, County ID, School ID, Utility Bill, Bank Statement or Tax Return.

**If current name is different from birth name, you must show proof of change.**