



Village of Ridgewood  
 Health Department – Vital Statistics  
 131 N Maple Ave, Ridgewood, NJ 07450

## Application Process For Obtaining A Copy Of A Vital Record

- **The Village of Ridgewood issues** certified copies of the records for Marriages and Deaths which have occurred here in the Village from the year 1950 to the present, and the Birth records from 1951 to present.
- **Certified Copies** have the raised seal of the Village of Ridgewood are always issued on State of New Jersey safety paper. Certified copies may be used to establish identity and are legal documents.
- **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. **THIS LOCAL OFFICE DOES NOT PROVIDE THE APOSTILLE SEAL**

To get an Apostille Seal, first obtain a certified copy of the vital record from the State Bureau of Vital Statistics and Registration by checking the Apostille Seal box on the application. You will receive a certified copy of the vital record with the original signature of the State Registrar or Assistant State Registrar. You must forward this document to the New Jersey Department of Treasury, which issues the Apostille Seal. Additional information is available at the following website: [www.state.nj.us/treasury/revenue/dcr/programs/apostilles.htm](http://www.state.nj.us/treasury/revenue/dcr/programs/apostilles.htm)

**Applications** for a certified copy of a vital record require the applicant to provide a completed application, valid proof of identity<sup>1</sup>, payment of the fee<sup>2</sup> and, proof that establishes you as either:

- 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
- Pursuant to a court order.
- A bank, title or insurance company requesting a copy of a death certificate for official business.

Applications filed in person will require the applicant to provide the original of the above documents, whereas applications filed by mail will require the applicant to provide copies of the documents.

**NOTE:** ALL items are required, except Social Security Number which is only required for Bank, Title, and Insurance Companies requesting copies of death certificates.

**DO NOT USE** this form to request a Certified Copy of a Certificate of Birth Resulting in Stillbirth. Use form **REG-68**, which is available on the State Department's website at: [www.state.nj.us/health/vital/vital.shtml](http://www.state.nj.us/health/vital/vital.shtml). Follow the instructions carefully.

Mailing Address: Village of Ridgewood Health Dept. Vital Statistics 131 N. Maple Ave. Ridgewood, NJ 07450	Walk-In Service Only: Village of Ridgewood Health Dept. 131 N. Maple Ave. 5 <sup>th</sup> Floor Ridgewood, NJ 07450
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**Make check or money order payable to "Village of Ridgewood." Do NOT mail CASH!!!**

<sup>1</sup> 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/tax return for current or previous year.

<sup>2</sup> The fee for the resulting record is:  
 Birth Certificates \$25 first copy; additional copies of the same Birth ordered at the same time are \$20 each.  
 Marriage Certificates \$20.00 each copy  
 Death Certificates \$25.00 first copy; additional copies ordered at the same time are \$2 for each copy.