



VILLAGE OF RIDGEWOOD

131 N. MAPLE AVENUE, RIDGEWOOD, NJ 07450

Division of Health - How to Prove Relationship for Obtaining Vital Statistic Record

- **If you are looking for a certified copy of:**
 - Your own birth certificate and you have assumed your spouse's/civil union partner's surname; you must provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.
 - Your child's birth certificate; and the name on your identification matches the name of the child's parent then your identification will establish your relationship. If you're 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 spouse's/civil union partner's vital record; you must provide a copy of your marriage/civil union certificate.
 - Your parent's or sibling's vital record; you must provide a copy of your birth certificate that indicates your parents name(s).
 - Your grandparent's vital record; you must establish that you are the person's grandchild by linking the name on your ID to the name of the grandparent. For example, if you changed your last name after marriage/civil union and want a grandparent's vital record, you must:
 - 1) Provide your marriage/civil union certificate to show your name at birth,
 - 2) Provide your birth certificate to identify your parent, and
 - 3) Provide the parent's birth certificate to identify the grandparent.
- **If you are not a person qualified to get a certified copy of a record but you are helping a person eligible to receive a copy of a vital record they are eligible to obtain:**
 - You must show your valid ID and a notarized, written release authorizing you to get the record on that person's behalf
- **If you are an attorney:**
 - Who is executor of an estate you must supply proof of appointment as the executor.
 - Who is the legal representative of the executor of an estate you must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.
 - Who is the legal representative of an individual that is eligible to receive a certified copy of a vital record you must supply proof of legal retainer by the eligible individual and their proof of relationship.
 - Who is need of a vital record and you are not the legal representative of an eligible person you must obtain a court order directing the State Registrar to issue a certified copy of the record. A subpoena is not sufficient to issue a copy of a vital record.