

As per State of New Jersey Executive Order 18, ALL applicants MUST provide proof of identity and relationship,( this includes police, attorneys, and funeral directors as well).

All applicants must be 18 years of age or older. The sole exception is a female under the age of 18 who has given birth to a child is permitted to obtain a copy of her child's birth certificate.

Applicants must complete and sign an application providing current address, proof of identity and proof of relationship. **(Special situations, including such individuals as attorneys, grandchildren, siblings and funeral directors that are requesting certified copies, should call our office for further assistance since additional documents may need to be provided).**

The person making the request is the Applicant.

Please note that you must complete the top portion of the application and only the section you wish to receive a record for. **IT IS THE RESPONSIBILITY OF EVERY APPLICANT TO FULLY IDENTIFY THE RECORD THEY ARE REQUESTING. IF THE INFORMATION ON THE APPLICATION DOES NOT ACCURATELY MATCH THE CERTIFICATE ON FILE, THIS WILL BE CONSIDERED A "NO MATCH" AND YOUR APPLICATION WILL BE RETURNED TO YOU.**

For mail in applications: CLEAR copies of documents to be submitted are required.

Please also note that anyone requesting a death certificate that is in need of the cause of death to be listed, you must download the authorization form from our website at [www.hackettstown.net](http://www.hackettstown.net).

**All Certified Copies are \$15.00 each. Please make a check or money order payable to Town of Hackettstown. Please mail all requests, identification, documents and fees to:**

**Town of Hackettstown  
Vital Statistics  
215 Stiger Street  
Hackettstown, NJ 07840**

**(Our office number for questions and/or assistance is: 908-852-3130)**

Proof of Identity:

ONLY the following people are allowed to make a request for a Vital Statistic record:

Subject  
Subject's Parent  
Legal Guardian  
Subject's Spouse  
Subject's Civil Union Partner/ or Domestic Partner  
Subject's Child  
Subject's Grandchild  
Subject's Sibling

Acceptable Forms of Primary Identification:

- A current, valid US photo driver's license (**FRONT AND BACK**) showing current physical address OR
- If your driver's license does not have your current physical address on it, a photocopy of the front and back of your current valid driver's license with one alternate form of ID showing your current physical address. See list below.

**DO NOT ENLARGE PHOTOCOPIES OF DRIVER'S LICENSES. ENLARGED COPIES WILL NOT BE ACCEPTED. ONLY SUBMIT ACTUAL SIZE OF DRIVER'S LICENSE.**

If you do not have a driver's license as indicated above then you will need **two** of the following alternate forms of identification.

Acceptable Forms of Alternate Identification:

- Vehicle registration
- Vehicle insurance card
- Passport
- Voter registration card
- Green card/Immigrant visa
- Federal/County ID
- School ID
- Court documents from within the last 90 days
- W-2 for current/previous year
- Utility bill/bank statement from within the last 90 days

Please note the following:

**ALL ID MUST BE CURRENT AND NOT EXPIRED.**

Id must show current physical address (PO Boxes are not acceptable).

Also please note: Out of state residents with an RR address or non-physical address, please call our office for further instructions.

\*\*Please note that if your last name is different from the person you are requesting the vital record for, you must present documentation to establish your relationship to that person, i.e. Marriage certificate. Please call our office if you need further information.

- **IF YOU DO NOT MEET ALL OF THE CRITERIA, OR CANNOT COMPLY WITH THESE REQUIREMENTS, OUR OFFICE WILL NOT BE ABLE TO ASSIST YOU AND YOU WILL NEED TO CONTACT THE STATE OF NEW JERSEY OFFICE OF VITAL STATISTICS AT 609-292-4087.**