



TOWNSHIP OF RIVERSIDE  
PO BOX 188  
RIVERSIDE, NJ 08075  
TEL: 856-461-1460  
FAX: 856-461-3260  
[www.riversidetwp.org](http://www.riversidetwp.org)

## OFFICE OF THE REGISTRAR

Dear Sir/Madam,

Enclosed is the application to obtain a certified copy of a vital record for events that occurred in Riverside, Township, Burlington County, New Jersey. Please fill out the form and return it with the appropriate fee. The fee for certified copies is **\$30.00** for the first copy and **\$10.00** for each additional copy. **Money orders are the only acceptable form of payment if application is done by mail.**

Please enclose a copy of your current photo drivers' license or other appropriate identification that is acceptable by the State of New Jersey. A list of acceptable identification is enclosed.

**If the proper identification is not enclosed, the application will not be processed and will be returned.**

**Certified Copies of Certifications or other legal documentation must be provided to establish lineage if applicable.**

**Married Females requesting Certified Copies of their Birth Certificate must provide a Certified Copy of their Marriage Certificate to show name change.**

**A self-addressed stamped envelope must also be enclosed for return mailing.**

The application should be sent to the address that is listed above.

Should you have any questions, please contact the Registrar's Office. Thank you.

Sincerely,

Susan M. Dydek, RMC  
Municipal Registrar

Enclosures

<input type="checkbox"/> <b>DEATH</b>			
<b>Name of Decedent</b>	<i>First</i>	<i>Middle</i>	<i>Last</i>
<b>No. Requested Copies</b>	<b>Place of Death</b> <i>City</i>	<b>County</b>	<b>Date of Death</b> / /
<b>Name of Decedent's Parents</b> <i>(name given at birth or on birth certificate / Maiden Name)</i>			
<b>Parent A</b>	<i>First</i>	<i>Middle</i>	<i>Last</i>
<b>Parent B</b>	<i>First</i>	<i>Middle</i>	<i>Last</i>

- ☐ Proof of Relationship
- ☐ Acceptable Forms of ID
- ☐ Mailing Address Matches ID



**INSTRUCTIONS FOR OBTAINING  
A COPY OF NON-GENEALOGICAL VITAL RECORDS**

- **Non-Genealogical Records** are births occurring within the last 80 years or if the individual is still living, marriages occurring within the last 50 years, deaths occurring within the last 40 years and all civil union and domestic partnership records.
- **Certified Copies** have the raised seal of the office issuing the record and are always issued on State of New Jersey safety paper. Certified copies may be used to establish identity and are legal documents.
- **Certifications** are issued on plain paper with no seal and clearly indicate they are not valid for establishing identity or for legal purposes. Certifications are generally useful for genealogy. Certifications of death records do not contain the Social Security Number or the Cause of Death medical terminology.
- **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.

An Apostille Seal can only be obtained by first requesting certified copy of the vital record from the State Office of Vital Statistics and Registry. **You would then forward this document to the New Jersey Department of Treasury, which issues the Apostille Seal.** Additional information is available at: <http://www.state.nj.us/treasury/revenue/apostilles.shtml>.

**Applications** for a certification or certified copy of a Non-Genealogical record **require** the applicant to provide a completed application, valid proof of identity<sup>1</sup>, payment of the fee and, if requesting a certified copy, proof that establishes you are:

- 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
- requesting pursuant to a court order.

To request a certified copy of a Certificate of Birth Resulting in Stillbirth, use form REG-68, which is available on the New Jersey Department of Health website at: <http://nj.gov/health/vital/registration-vital/stillbirth/>.

<b>Location Address:</b>  Riverside Township Vital Statistics and Registry 237 S. Pavilion Avenue - Riverside, NJ, 08075	<b>Hours of Operation:</b>  9:00 AM - 1:00 PM Monday - Friday
<b>Mailing Address:</b>  Riverside Township Vital Statistics and Registry PO Box 188 - Riverside, NJ, 08075	<b>Fees:</b>  1st Copy.....\$30.00 each add. ....\$10.00

**Click to Lock & Save Form w/ LHD Info**

<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 for current or previous year. Requests for records to be mailed to an address other than that which appears on the requestor's ID must be accompanied by a notarized letter which includes A) the alternate address, and B) a written request to mail records to this alternate address.