



# City of Rahway

## Department of Health

### Vital Statistics

One City Hall Plaza  
Rahway, New Jersey 07065

Tel: (732) 827-2172

Fax: (732) 381-7668

[Registrar@CityofRahway.com](mailto:Registrar@CityofRahway.com)

## Acceptable Forms of Identification

You must provide acceptable ID in order to get a copy of any vital record. Copies of vital records **must** be mailed to the address listed on your identification.

### The following are acceptable forms of ID:

- A current, valid photo driver's license or photo non-driver's license with current address
- A current, valid driver's license without photo and one alternate form of ID, both with current address
- Two alternate forms of ID, both of which must have current address.

### Alternate forms of ID are:

- Vehicle registration
- Vehicle insurance card
- Voter registration
- US/Foreign Passport
- Immigrant Visa
- Permanent Resident Card (Green card)
- Federal/State ID
- County ID
- School ID
- Bank Statement (within previous 90 days)
- Utility bill (within the previous 90 days)
- W-2 for current/previous tax year

People who are homeless can have a social worker or the coordinator of the homeless shelter where they are temporarily residing submit a request on behalf of the homeless person, one copy of their birth certificate with the fee waived. The request must be on their agency letterhead and provide the identifying information on the homeless person's vital record. The request must be accompanied by proof of employment by the agency and valid identification. The resulting copy of the vital record will be mailed to the agency.

People who are incarcerated can provide legal imprisonment, conviction papers or release documents that include the name, social security number and all possible aliases used in the past AND photo work identification from a prison/probation official.

**Please do not send in original ID documents. Only copies are required. If you want to have your order mailed to a different address than what is listed on your identification,**

**your application must include a notarized letter that authorizes the order to be mailed to a different address.**

## **Proof of Relationship**

**ONLY required if ordering a certified copy of a vital record.**

Proof of relationship is not required if you are asking for a certification, which is an uncertified informational copy of the vital record not valid for establishing identity or legal purposes. However, you must still provide proof of identity when requesting a certification.

To get a **certified copy** of a person's vital record, you must provide proof of your relationship to the person listed on the record **and** the proof must establish you are one of the following:

- The subject of the record
- The subject's parent, legal guardian or legal representative
- The subject's spouse/civil union partner; child, grandchild or sibling, if of legal age
- A state or federal agency for official purposes
- Pursuant to court order

## **How to prove relationship for non-genealogical records**

If you are requesting a **certification** (an informational copy of a vital record not valid for legal purposes), you **do not** need to provide proof of relationship.

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  
you don't need any additional documents.
- **your spouse's/civil union partner's** birth certificate  
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.  
if you have assumed your spouse's/civil union partner's last name you must also provide a copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.
- **your grandparent's** vital record  
you must establish that you are the person's grandchild by providing proof that links 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 receive a certified copy of a vital record they are eligible to receive

you must show your valid ID and a notarized, written release authorizing you to get the record on that person's behalf including their proof of relationship to the subject of the record.

**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 needs a certified copy 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.