



181 East Commerce Street, Rm # 102
Bridgeton, NJ 08302

Dear Applicant:

Please review the following checklist for obtaining a vital record so we may serve you in a timelier manner. If any of the following items are not included with your application, there will be a delay in the issuance process. Thank you.

Checklist of Required Items Prior to Submitting Your Application

1. Completed application with all boxes filled in for the type of record you are obtaining. (Birth, Death, or Marriage)
 - a. Mother's Maiden Name means the **name your mother was given at the time of her birth**, prior to any marriage.
2. Money order made out to **City of Bridgeton** in the amount of \$20 for Birth and Marriage Certificates, \$10 for Death Certificates per copy.
3. Proof of Relationship to the Person on Record
 - a. Must have full copies of legal documents such as Birth Certificates, Marriage Certificates, Court Orders, etc. to be eligible to receive a vital record for someone else, or if a name has changed since birth. Call if you need clarification on how to properly link yourself to the person on record and be eligible for the record.
4. Proof of Government issued identification such as a copy of a valid driver's license, State ID, or Passport - **cannot be expired and Kindly copy the ID at 120%**.
 - a. The address on the driver's license must be current if not you will have to additionally submit a first class piece of mail such as a utility bill or bank statement from within the last 90 days showing your current address. In addition, the same is required if submitting a copy of a Passport.
 - b. All Vital Records will be sent to the current address on the application and the identification provided, excluding P.O. Boxes (Vital Records cannot be mailed to PO boxes, must be a physical address).
 - c. Please include a phone number where you can be reached this helps the process in case we have any questions.
5. Include a self-addressed, stamped envelope business size #10.

Phone 856.455.3230 Ext. 213

www.cityofbridgeton.com

New Jersey's Largest Historic District.