

TOWN OF BOONTON  
100 WASHINGTON STREET  
BOONTON, NEW JERSEY · 07005



## BIRTH CERTIFICATE

### Who is authorized to receive a certified copy of a birth certificate?

You can request a copy of a birth certificate in person or by mail. If you request a copy of the birth certificate in person, you will receive a certified copy at that time. All certified copies contain the official stamp of the city of Boonton. The person requesting a birth certificate will need valid photo identification. The following persons are authorized to obtain a certified copy of a record. Proof of relationship to the person named on the record is required.

- \* The person named on the birth certificate, if of legal age (*Include any legal name changes made to your record*)
- \* The mother of the person listed on the record
- \* The father (*if listed on the record*)
- \* A child/grandchild of the person named on the record. (*You will need to show your own birth certificate.*)
- \* A sibling of the person named on the record. (*You will have to show a certified copy of your birth certificate.*)
- \* The current spouse (*You must present a certified copy of your marriage.*)
- \* A legal representative (*You will be required to show a court order.*)
- \* A guardian with legal custody of a minor child (*You will have to show the court order.*)
- \* A federal, state, or local government agency for official use only. Identification is required.
- \* The grandparent will need a notarized letter from the child's parents to obtain the birth certificate of the grandchild. The grandparent must also show his/her identification.

### To establish proof of relationship for:

- \* Your own birth certificate your valid ID is acceptable; however, if you have assumed your spouse's or civil union partner's surname, provide a copy of your marriage or civil union certificate to link the name on your current ID to the name on your birth certificate.
- \* Your child's birth certificate, if the name on your identification matches the name of the child's parent your identification will establish your relationship. If your 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 birth record, provide a copy of **YOUR** birth certificate with parents' names.
- \* Your parent's, grandparent's or sibling's vital record, you must establish that you are the person's child / grandchild / sibling by linking the name on your ID to the subject of the record. 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 looking for a certified copy of a record and are:

- \* An executor of an estate, you must supply proof of appointment as the executor.
- \* The legal representative of the executor of an estate, you must show proof of legal retainer by the executor and proof of the appointment of the individual as the executor.
- \* 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.

### Can I authorize another person to obtain a certified copy of a birth certificate?

You can authorize another person to obtain a copy of the birth certificate on your behalf. The applicant must provide a notarized letter that includes the name of the individual named on the record, the individual's date of birth, the mother's full maiden name, and the name of the father if listed on the record. Include the name of the person authorized to obtain a copy of the record. The person authorized to receive the birth certificate will be required to submit a valid form of identification.

### Where can I get a certified copy of a birth certificate?

Apply in person or send your written request to: Town Of Boonton, Vital Statistics, 100 Washington Street, Boonton, NJ 07005. Our office hours are Monday through Friday, 8:30 a.m. to 4:00 p.m.

### What will I need to do to obtain a certified copy of a birth certificate by mail?

If you send your application by mail, please provide the following information or print a copy of the application to request a certificate and complete the Birth section.

- \* Full name of the person as it appears in the record. *(Include any legal name change you made to the record.)*
- \* The mother's full maiden name
- \* The full name of the father *(if listed on the record)*
- \* The exact date of birth
- \* The exact place of birth
- \* Attach copies of your proof of relationship to the individual identified on the record, unless you are requesting your own record
- \* Indicate the number of copies needed, and the reason for which you are applying for the birth certificate *(to obtain a passport, driver's license, identification, registration for school, marriage, etc.)*
- \* Include your telephone number

### How much does a certified copy of a birth certificate cost?

The cost for a certified copy is \$10 for the first copy and \$5 for each additional copy purchased at the same time. Cash, checks or money orders addressed to "Town Of Boonton" are acceptable.