

# TO OBTAIN A CERTIFIED COPY BY MAIL

## THE PLACE OF EVENT MUST HAVE OCCURRED IN WEST CAPE MAY

You may print and complete the attached application with the required identification, or send a written request with the information that is requested on the application to identify the record:

Items to include with application:

- ❖ FEE: \$25.00 per Certified Copy of Birth Certificate or Marriage Certificate
- ❖ FEE: \$10.00 per Certified Copy of Death Certificate

We accept cash, money order or check.

It is recommended that you do not mail cash.

- ❖ Self-addressed stamped envelope

- ❖ Identification:

- Photo Driver's License (valid/current)

If person has no valid driver's license, we will accept TWO (2) of the following forms of identification (both must show current name and address and must be dated within the last 90 days):

- Auto or Health Insurance Card
- Bank Statement
- Tax Return or W-2 for Current/Previous Year
- Utility Bill
- Vehicle Registration
- Voter Registration

- ❖ Proof of Relationship:

**To establish proof of relationship for...**

- Your Own Record – valid ID is acceptable as long as your name matches; if your name has changed, then you must provide proof linking your current name to that shown on the record.
- A Spouse/Civil Union Partner – provide a copy of your marriage/civil union certificate.
- A Parent's or Sibling's Record – provide a copy of your birth certification with your parents' name.
- A Grandparent's Record – provide your birth certification to identify your parent; also a copy of your parent's birth certificate to identify the grandparent; if your name has changed – provide a copy of your marriage/civil union certificate or legal name change to show your name at birth.

Questions? Please give us a call (609) 884-1005 ext 100.

Our office is open Monday through Friday from 8:00am until 3:00pm.

*Suzanne Schumann  
Registrar of Vital Statistics  
Borough of West Cape May  
732 Broadway  
West Cape May, New Jersey 08204  
(609) 884-1005 ext 100*