

Instructions for Application of Certified Copies:

**To apply in person:**

1. The person requesting the vital statistic record needs to provide identification.
2. Acceptable forms of identification include:
  - a. Photo Driver's License
  - b. A Non-Photo Driver's License & an alternate form of identification which has the same address\*
  - c. Photo ID and an alternate form of identification which has the same address\*

\*Two alternate forms of identification: Such as Vehicle Registration, Insurance Card, Voter Registration, Passport, Green Card, County or State, School ID, Utility Bill(s).

3. The fee for certified copies is \$25.00 for the first copy and \$2.00 for each additional copy. Payment can be made by cash, check or money order made payable to the "Township of Branchburg". Please note we do not accept Credit or Debit cards.

**If you are requesting a Certified Copy of a vital statistics record by mail:**

Please follow the same instructions as above with the following exceptions:

Please send copies of your identification. Do not send any original documents. Payments through the mail can be made by check or money order (NO CASH). Please send the following:

- a. Completed Application Form
  - b. Copies of Identification
  - c. Payment (\$25.00 - first copy/\$2.00 for each additional copy)
4. Mail your request to:

Registrar of Vital Statistics  
Branchburg Township Clerk's Office  
1077 U.S. Highway 202 North  
Branchburg, NJ 08876

Please note – If you are requesting a copy of a vital record for someone other than yourself, such as a birth certificate or death certificate, you must prove relationship. Please click on "Application Requirements for Certified Copies" in the Document Center for complete details.