

To download an application for a certified copy, [please click here.](#)

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 \$10.00 per copy. Payment can be made by cash, check or money order made payable to the "Delaware Township". 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:

1. Please send copies of your identification. Do not send any original documents.
2. Payments through the mail can be made by check, money order or cash.
3. Please send the following:
 - a. Completed Application Form
 - b. Copies of Identification
 - c. Payment \$10.00 – a copy
4. Mail your request to:

Registrar of Vital Statistics
Delaware Township
P.O. Box 500
570 Rosemont Ringoes Road
Sergeantsville, NJ 08857