

**Wayne Township Health Department
Division of Vital Statistics**

BIRTH CERTIFICATE REQUESTS

The Office of Vital Statistics **ONLY** issues birth certificates to persons who establish themselves as the subject of the birth record, the subject's parent, legal guardian, legal representative, spouse, child, grandchild, or sibling if of legal age.

To request a birth certificate, you must provide the following:

1. The full name as it appears on the birth record, the date of birth, the mother's full maiden name, and the father's full name.
2. Proof of identity in the form of photographic identification such as a current, valid photo driver's license with current address or photo non-driver's license with current address.

OR

A current, valid driver's license without photo and one alternate form of ID with current address

OR

Two alternate forms of ID, one of which must have current address.

Alternate forms of ID are:

- Vehicle registration
 - Vehicle Insurance Card
 - Voter Registration ID
 - US/Foreign Passport
 - Immigrant Visa
 - Permanent Resident Card (Green card)
 - Federal, State and County ID
 - School ID
 - Utility bill (within the previous 90 days)
 - Bank Statement (within previous 90 days)
 - Tax Return or W-2 for current or previous year
 -
3. **The fee per certificate is \$10.00.** All mail-in requests must be paid by money order only. In-person requests may only be paid in cash or by money order. ***No personal checks are accepted.***

If you are NOT the person named in the birth record, you must:

- Be the parent, legal guardian or legal representative, spouse, child, grandchild, or sibling to receive a copy of the record.
- Present proof of your direct relationship in the form of a copy or copies of any of the following documents: a birth certificate(s) which show(s) your relationship, marriage certificate which shows you are a spouse, court order, or power of attorney.
- You must provide all of the items in 1 through 3 above.

People who are homeless can have a social worker or the coordinator of the homeless shelter where they are temporarily residing submit a request on behalf of the homeless person. The request must be on their agency letterhead and provide the identifying information on the homeless person's vital record. The request must be accompanied by proof of employment by the agency and valid identification. The resulting copy of the vital record will be mailed to the agency. People who are incarcerated can provide legal imprisonment, conviction papers or release documents that include the name, social security number and all possible aliases used in the past or identification from a prison/probation official.