

APPLICATION FOR AN UNCERTIFIED COPY OF  
 AN ADOPTED PERSON'S ORIGINAL BIRTH RECORD

Amendments to the Vital Statistics Law offer opportunities for adult adopted persons to obtain uncertified copies of their original birth certificates effective January 1, 2017.

A qualified applicant will receive an uncertified copy of the adoptee's Original Birth Certificate, which will be clearly marked that it is for informational purposes only. The uncertified copy cannot be used for legal proof of identity, citizenship or as a substitute for an Official Birth Certificate. Under the new law, a birth parent is permitted to redact his or her personal identifying information from his or her biological child's original birth certificate if the adoption was finalized before August 1, 2015, and the birth parent makes the redaction request on or before December 31, 2016. Therefore, a copy of the adopted person's original birth certificate may have birth parent information redacted from it. The applicant may also receive family history information and birth parent contact information, **if this information was supplied by the birth parents.** Birth parents have the option of no contact, direct contact or contact through an intermediary.

Please fill out and return this application by mail to the address above. The fee for uncertified copies is \$25 for the first copy and \$2 for each additional copy ordered at the same time. Please make your check or money order payable to "Treasurer, State of New Jersey."

We need the following information in order to find and match your request with our existing files. If you fail to provide complete and accurate information, then we may be unable to accept and process your request. While the Department will diligently search its files for an adoption record that matches your request, it does not warrant, promise or guarantee that it will be able to locate an adoption record that matches the information you provide in your request.

INFORMATION ON PERSON (APPLICANT) MAKING REQUEST				
Full Legal (Current) Name of Applicant (First, Middle, Last)			Relationship to Person Named on Birth Record <input type="checkbox"/> Adopted person (self) <input type="checkbox"/> Direct descendant, sibling or spouse of the adopted person <input type="checkbox"/> Adoptive parent, legal guardian or other legal representative of the adopted person <input type="checkbox"/> Agency of the State or Federal government for official purposes	
Current Mailing Address (Street/PO Box/Apt. #) (Must Match Address on ID)				
City	State	Zip Code		Daytime Telephone Number
Applicant's Signature		Date of Application		

**INFORMATION ON SUBJECT OF THE BIRTH RECORD (ADOPTED PERSON)**  
 [From the adoptee's current, post-adoption birth certificate (in case information was changed at time of adoption)]

REQUIRED INFORMATION		
Full Name on Current Birth Record (Name at Adoption) (First, Middle, Last)		Number of Copies Requested
Place of Birth (City, Town)	Place of Birth (County)	Exact Date of Birth
Full Name of Adoptive Mother/Parent (First, Middle, Last)		Maiden Surname of Adoptive Mother
Full Name of Adoptive Father/Parent (First, Middle, Last)		

ADDITIONAL INFORMATION, IF KNOWN, TO THE BEST OF THE APPLICANT'S KNOWLEDGE	
Full Name on Original, Pre-Adoption Birth Record, if Known (First, Middle, Last)	Date of Birth on Original, if Known (if different from above)
Full Name of Birth Mother/Parent, if Known (First, Middle, Last)	Maiden Surname of Birth Mother, if Known
Full Name of Birth Father/Parent, if Known (First, Middle, Last)	

**Application Check List: Have you enclosed and completed all required information?**

All Items on Application   
  Payment   
  Acceptable Forms of ID   
  Proof of Relationship   
  Mailing Address Matches ID

FOR STATE USE ONLY			
Payment Type: <input type="checkbox"/> Cash <input type="checkbox"/> M/O <input type="checkbox"/> Check	Payment Amount: \$	ID Viewed:	Processed By

**New Jersey Department of Health  
Vital Statistics and Registry  
PO Box 370  
Trenton, NJ 08625-0370**

**APPLICATION FOR AN UNCERTIFIED COPY OF AN  
ADOPTED PERSON'S ORIGINAL BIRTH RECORD  
INSTRUCTIONS**

**Who May Apply?**

Beginning January 1, 2017, individuals authorized by state law may obtain an uncertified copy of an original birth record established prior to an adoption without first obtaining a Superior Court Order.

Pursuant to N.J.S.A. 26:8-40.1, the following individuals are authorized to receive an uncertified, long-form copy of an adopted person's original certificate of birth:

A person 18 years of age or older who can establish himself or herself as one of the following:

- The adopted person;
- A direct descendant, sibling or spouse of the adopted person;
- An adoptive parent, legal guardian or other legal representative of the adopted person; or
- An agency of the State or federal government for official purposes.

**How to Obtain an Adopted Person's Original Birth Certificate:**

If you are authorized to receive an uncertified copy of an adopted person's original birth record, then you may obtain the birth certificate by mailing the following to the Department of Health, Office of Vital Statistics and Registry:

- Application form REG-41;
- Copies of all identification items listed below;
- Documentation listed below to establish your relationship to the adoptee;
- Fee of \$25 for the first copy and \$2 for each additional copy ordered at the same time
  - Please do not send cash by mail. Checks and money orders should be made payable to the State Treasurer of New Jersey.
  - For applications received prior to January 2017, we will search for the record and cash your check, but documents will not be mailed out until January 2017, in accordance with the law.

Mail to: Office of Vital Statistics and Registry  
Adoption Request Unit  
PO Box 370  
Trenton, NJ 08625-0370

**What You Will Receive if You Meet the Requirements for Receipt of an Uncertified Copy of the Adopted Person's Original Birth Certificate and if the Office of Vital Statistics and Registry Locates the Requested Birth Record:**

- A non-certified copy of the adopted person's original birth record, which will clearly state "ISSUED FOR INFORMATIONAL PURPOSES ONLY. NOT TO BE USED FOR IDENTIFICATION OR LEGAL PURPOSES."
  - For adoptions finalized before August 1, 2015, a birth parent may direct the State Registrar to redact his or her personal identifying information from their biological child's original birth certificate. Birth parents must make this request on or before December 31, 2016 in order for their redaction request to be accepted. Therefore, a copy of the adopted person's original birth record may have birth parent information redacted.

- Contact information for birth parents, IF provided by birth parents.
- Family History (medical, social and cultural), IF provided by birth parents.

### **How Do You Receive Your Record?**

- Your record will be mailed to you at the address on your application through regular first class mail.
- Processing time is approximately 4 to 6 weeks from receipt of request.
- No requests will be mailed prior to the law's effective date of January 1, 2017.
- Adoptees may apply for their record at any time, but we will not mail out orders prior to January 2017.

### **Identification Requirements:**

If you are applying for your OWN record, the following are acceptable forms of ID:

- A current, valid photo driver's license or photo non-driver's license with your current address; **OR**
- A current, valid driver's license without photo and one alternate form of ID with your current address; **OR**
- A copy of your current, legal birth certificate; **OR**
- Two alternate forms of ID, one of which must have your current address:
  - Vehicle registration
  - Vehicle insurance card
  - Voter registration
  - US/Foreign Passport
  - Immigrant Visa
  - Permanent Resident Card (Green card)
  - Government Issued ID: Federal, State, County or Municipal
  - School ID
  - Bank Statement (within previous 90 days)
  - Utility bill (within the previous 90 days)
  - Tax Return or W-2 for current/previous tax year.
- If you have assumed your spouse's/civil union partner's last name, you must provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate.

If you are applying for the record of an adoptee for whom you are a direct descendant, a sibling or the spouse of the adopted person:

- ID as indicated above;
- Your own birth certificate;
- If you have assumed your spouse's/civil union partner's last name, you must provide a copy of the certified copy of your marriage/civil union certificate to link the name on your current ID to the name on your birth certificate; **AND**
- You must establish that you are the person's sibling, child, or spouse by providing proof that links the name on your ID to the name of the adoptee. For example; your birth certificate showing common parent(s), the adoptee's name as your parent on your birth certificate, or a marriage certificate with the adoptee's name.

If you are applying for the record of an adoptee for whom you are either an adoptive parent, legal guardian or other legal representative of the adopted person:

- ID as indicated above.
- Adoptee's legal birth certificate (post adoption) for adoptive parents.
- Legal documents establishing guardianship, for guardian.
- A retainer letter stating that you are the legal representative of the adoptee for attorney.