**HOW TO OBTAIN A CERTIFIED COPY**

**OF A VITAL RECORD**

You may obtain a copy of a birth, death, or marriage certificate from the Registrar's office. The Borough only has records of events that have occurred within the Borough of Merchantville.  Certified Copies are $10.00 each payable to: Borough of Merchantville.

Mail your request to: Borough of Merchantville

One West Maple Avenue

Merchantville, NJ 08109

**MARRIAGE:**

* ***If you were married in Merchantville, please follow these instructions***:

Send a written request and include the following:

1. Name of Groom
2. Maiden name of Bride
3. Date of the marriage ceremony
4. Your phone number
5. A self-addressed, stamped envelope
6. A copy of picture identification

* ***If you were not married in Merchantville***:

Contact the Registrar in the Municipality where the marriage ceremony was performed for certified copies.

**BIRTH CERTIFICATE:**

* ***If you were born in Merchantville, please follow these instructions***:

Send a written request and include the following:

1. Full name at birth
2. Date of birth
3. Relationship to the person on record (if not self, provide proof of relationship)
4. Gender
5. Full name of parent/parents
6. City and State of birth
7. Your phone number
8. A self-addressed, stamped envelope
9. A copy of picture identification or a copy of two other forms of ID

* ***If you were not born in Merchantville***:

You can order from the State <https://www.state.nj.us/health/vital/order-vital/>