

OBTAINING A CERTIFIED COPY (BIRTH)

Registrar of Vital Statistics: Brandy C. Boyington

Deputy Registrar: Kristen D. Lippincott

Municipal Building

2159 Jacksonville – Jobstown Rd.

Jobstown, New Jersey 08041

Phone: 609.723.2464 ext. 27

Facsimile: 609.723.6591

Regular Hours: 8:00 AM - 4:00PM

All applications for certified copies will be handled during the above-mentioned hours only.

WHERE (DO I APPLY)??

The municipality where the birth took place. (If you gave birth at Virtua, then you would apply in Mt. Holly)

WHEN (DO I APPLY)??

The office is open from 8:00 AM - 4:00 PM, Monday – Friday (excluding holidays).

Please contact us for an appointment.

WHAT (DO I BRING)??

- Proof of identity by presenting your Driver's License, Passport or other valid State/Federal ID with a photo
- Proof of residency, current address on Driver's License is sufficient
- Cash, check, or money order for the number of copies you are requesting (\$10.00/copy)

HOW (LONG DOES IT TAKE)??

The appointment will take approximately 45 minutes to an hour.

CAN I DO THIS THROUGH THE MAIL?

Yes! Here's what to send to us:

- Completed Form **37A Request for a non-genealogical certified copy**
- Copy of your driver's license
- Check or money order for the number of copies being requested (\$10/copy)
- A self-addressed, stamped envelope