

# OBTAINING A CERTIFIED COPY

## CONGRATULATIONS! YOU WERE MARRIED IN SPRINGFIELD! NOW WHAT?

### **Municipal Building**

2159 Jacksonville – Jobstown Rd.

Jobstown, New Jersey 08041

**Phone:** 609.723.2464 ext. 27

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

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

## **Marriage and Civil Union Certified Copies**

### **WHERE (DO WE APPLY)??**

The Marriage or Civil Union Certified Copy is issued by the licensing officer (Registrar) in the **municipality in which the ceremony took place** and the license has been filed.

### **WHEN (DO WE APPLY)??**

Any time after the marriage license has been filed with the Registrar. **Please contact us for an appointment.**

### **WHAT (DO WE 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 (\$20.00/1<sup>st</sup> copy \$10.00/each additional 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 (\$20/1<sup>st</sup> copy \$10/each additional copy)
- A self-addressed, stamped envelope