

February 21, 2017

Good morning registrars. Please see below for important updates.

**Marriage forms:**

Effective March 1, 2017, there will be a universal blank Marriage/Remarriage certificate that will take the place of the marriage and remarriage forms- REG-24, REG-24x and REG-23. The form will look similar and have four parts, but will not have a header. Beginning March 1<sup>st</sup>, you MUST use the new templates on our website for use with the new form. There will be two versions of the REG-24x- Marriage and two versions of the REG-23x- Remarriage as there is one for laser printers and one Multi Functioning Printers (MFP). You cannot use carbon with the new forms as each of the four pages MUST have original signatures on each page. After March 1<sup>st</sup> and after you receive the new forms, please shred all of your previous marriage and remarriage forms. We have begun mailing out 100 sets to every one of the 565 municipalities. Please reach out to Lauren Kennedy for additional sets as needed. Your request should be for you to maintain a 3-4 month supply.

**Certified Copy Issuance:**

If the record is in EDRS or VIP, you MUST search and print from either of those platforms. This is critical because an amendment may have taken place that you did not note in your paper records or in your Muidex system. If you are issuing a secondary amendment based on a record in EDRS, you must print the first page and stamp it with the statement "Corrected See Attached" and then page two is the amendment and that should be stamped with the statement "Attachment". If your stamp says something similar, it is fine, but you must have a stamp on each page and cannot type or write on the safety paper noting the amendment. You cannot issue templates either as the record MUST be printed from EDRS. VIP does not allow for secondary amendments, so you MUST wait until the record is approved in VIP before you issue a certified copy.

When customers apply for certified copies and provide you their proof of identity, residence and relationship, you must shred any copies you have once the order has been validated/completed. Only the application should be maintained, and please ensure you properly notate the bottom section verifying the ID used.

If you have amendments without an approval date from our office, you cannot issue that record until our office has verified the information and provided you with our copy.

We strongly recommend that any customer that requires a certified copy for an Apostille Seal be referred to our office. Although Treasury will accept your copy and place the Apostille Seal on it, many foreign governments will not accept your copy, only copies issued from our office. We have been informed by several customers that they wasted time and money obtaining records from local offices only to be rejected by their governments. It is in everyone's best interest if the customer is referred to our office in these scenarios.

**Reporting:**

Since deaths are recorded in EDRS and births are recorded in VIP, you are only required to send our office marriages, remarriages, civil unions, reaffirmation of civil unions and domestic partnerships. We do not need copies of your deaths or births.

**State Job Openings:**

Our staff are often asked about how registrars may apply for state positions. Please use the following link to the Civil Service Commission and choose the Department of interest to you. <http://www.state.nj.us/csc/seekers/jobs/other/>

Please let me know if you have any questions.

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