

BIRTH CERTIFICATES



What: Free birth certificates from NJ Office of Vital Statistics (State)

Who: For Homeless individuals and Shelter residents

Where: **In-Person requests** can only be done at this location:
New Jersey Department of Health
Office of Vital Statistics and Registry
140 East Front Street, 1st floor
Trenton, NJ **Monday – Friday 8:30 am – 3:30 pm**

When: **By Mail:** 2-3 weeks to receive birth certificate; mailing address on <http://www.state.nj.us/health/vital/order-vital/non-genealogical-records/nonexpedited.shtml>
In Person: 2 hours or less to receive birth certificate

All Requests:

1. Letter on agency letterhead (*details on page 2*), signed by:
 - a. Social Worker, or
 - b. Program Coordinator**From either:**
 - c. Shelter where individual is residing, or
 - d. Agency/Program that is assisting the individual.
2. Completed birth certificate request form on <http://www.nj.gov/health/forms/reg-27.pdf>
3. Copy of work id for signor of letter in #1 above.

In Person: The homeless individual is not required to come in person to submit the request. A staff member (example: Shelter Residential Aide) can make deliveries and pickups.

NJSA 26:8-63 f allows for a free copy for a homeless person, requested by either a social worker or the coordinator of the emergency shelter for the homeless, where the person is temporarily residing.

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Regulation/Information

NJSA 26:8-63 f: *Furnish without fee upon request by a homeless person a certified copy of the person's birth certificate, provided that the person submits the request through a social worker or the coordinator of the emergency shelter for the homeless where the person is temporarily residing. The request shall be transmitted on the emergency shelter's letterhead and shall include the shelter's employer identification number and an attestation by the coordinator that the person requesting the certificate is currently homeless and residing at the shelter or the request shall be submitted on the social worker's agency or professional practice letterhead and shall include the agency's or the professional practice's employer identification number and an attestation by the social worker that the person requesting the certificate is currently homeless. A certified copy of a birth certificate furnished pursuant to this subsection shall be transmitted to the social worker or coordinator who transmitted the request. No more than one certified copy of a birth certificate furnished to a homeless person pursuant to this subsection shall be provided without fee; all other copies of the birth certificate shall be subject to the statutory fee.*

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