

City of Passaic
City Clerk's Office
Vital Statistics

BIRTH CERTIFICATE REQUESTS

The Office of Vital Statistics ONLY issues birth certificates to persons who establish themselves as the subject of the birth record, the subject's parent, legal guardian, legal representative, spouse, child, grandchild, or sibling if of legal age.

To request a birth certificate, you must provide the following:

1. The full name as it appears on the birth record, the date of birth, the mother's full maiden name, and the father's full name.
2. Proof of identity in the form of photo identification such as a photo driver's license or passport. If you do not have a photo driver's license or passport, you must provide two alternate forms of identification such as:

OR

A current, valid driver's license without photo and one alternate form of ID.

OR

Two alternate forms of ID.

Alternate forms of ID are:

- Vehicle registration
- Vehicle Insurance Card
- Voter Registration
- US/Foreign Passport
- Immigrant Visa
- Permanent Resident Card (Green card)
- Federal, State and County ID
- School ID
- Utility bill (within the previous 90 days)
- Bank Statement (within previous 90 days)
- Tax Return or W-2 for current or previous year

3. **The fee per certificate is \$10.00.** All mail-in requests must be paid by money order only. In- person requests may only be paid in cash or by money order. **No personal checks are accepted.**

If you are NOT the person named in the birth record, you must:

- Be the parent, legal guardian or legal representative, spouse, child, grandchild, or sibling to receive a copy of the record.
- Present proof of your direct relationship in the form of a copy or copies of any of the following documents: a birth certificate(s), which show(s) your relationship, marriage certificate, which shows you are a spouse, court order, last will/testament, or power of attorney.
- You must provide all of the items in 1 through 3 above.

People who are homeless can have a social worker or the coordinator of the homeless shelter where they are temporarily residing submit a request on behalf of the homeless person. The request must be on their agency letterhead and provide the identifying information on the homeless person's vital record. The request must be accompanied by proof of employment by the agency and valid identification. The resulting copy of the vital record will be mailed to the agency.

People who are incarcerated can provide legal imprisonment, conviction papers or release documents that include the name, social security number and all possible aliases used in the past **AND** photo work identification from a prison/probation official.

Please do not send in original ID documents. Only copies are required. If you want to have your order mailed to a different address than what is listed on your identification, your application must include a notarized letter that authorizes the order to be mailed to a different address.