

City of Passaic
City Clerk's Office
Vital Statistics

CIVIL UNION CERTIFICATE REQUESTS

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

To request a civil union certificate, you must provide the following:

1. The full legal names for both partners listed on the civil union record, and the date of the civil union was filed.
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:
 - 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 civil union 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, court order, last will/testament, or power of attorney.
- You must provide all of the items in 1 through 3 above.