

**City of Passaic
Division of Health
Office of 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 photographic 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 three alternate forms of identification such as:
 - A non-photo driver's license
 - Vehicle registration
 - Vehicle Insurance Card
 - Voter Registration ID
 - Passport
 - Green Card
 - County ID
 - School ID
 - Utility bill (within the previous 90 days)
 - Bank Statement (within previous 90 days)
 - Tax Return 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.