

## Atlantic City Vital Statistics Office

**This page contains instructions and applications to obtain a marriage license/marriage certificate, civil union license/certificate, domestic partnership certificate, birth certificate and death certificate.**

**\*\*Orders cannot be placed through the City of Atlantic City Website at this time\*\***

**Location:** 1301 Bacharach Blvd., Room #105  
Atlantic City, NJ 08401

**Mail Address:** City Hall  
Vital Statistics, Room #105  
Atlantic City, NJ 08401

**Phone:** (609)347-5410

**Lobby hours:** 9:00 a.m. to 4:00 p.m.

**You may request certified copies for the following events:**

Births, Marriages, Deaths, Civil Unions, & Domestic Partnerships\*

**\*Note:** Currently, we only issue certified copies for these events which occurred in the City of Atlantic City.

**You must be 18yrs of age or older**

**Not born in NJ.** Click the link to find contact information for other states. [www.cdc.gov](http://www.cdc.gov)

**Born Outside U.S.** If you or your child were born outside of the United States and need information on foreign birth records, visit the National Center for Health Statistics [www.cdc.gov/nchs/w2w/foreign.htm](http://www.cdc.gov/nchs/w2w/foreign.htm)

**Fees:** Certified copies ordered by mail or in person are \$25.00 each for the first copy and \$10.00 for each additional copy of the same document (same day transactions only).

**We have two methods of processing requests for certified copies:**

**In Person:** Monday Thru Friday, 9:00 am to 4:00 pm, Eastern Standard Time.

**Via Mail:** Download an application at the link below:

**As required regulation, on application for non-genealogical vital records, the applicant must fully identify the record.**

**In addition, No telephone verifications or faxing of vital records is permitted.**

## Ordering a Certified Copy

### Step 1

#### 1) First you must possess an acceptable form of identification

All signed letters of requests, or applications should include an acceptable form of identification such as:

**Valid photo driver's license or non-driver's license with current address OR**

**Valid driver's license without photo & an alternate form of ID with current address OR**

**Two** alternate forms of ID one of which must contain the current address.

**Alternate forms are:**

**Vehicle registration**

**Federal/State ID**

**County ID**

**Vehicle Insurance Card**

**Immigrant Visa**

**Permanent Resident Card (Green Card)**

**Voter Registration**

**US / Foreign Passport**

**School ID (College ID-current semester)**

**OR**

**Tax Return for current or previous year  
Utility bill (within the previous 90 days)**

**Bank Statement (within the previous 90 days)  
Court Documents**

\*Suggestions: Gas, Electric, Cable, ETC. \*

**\*\*\*Do Not Send Original Documents via mail\*\*\***

**\*All submitted documents are within a 90 Day Period and can't be two of the same type of documents\***

**2) Determine your eligibility (relationship) to receive a certified copy. You must meet one (1) of the following criteria:**

1. Be the child named on the certificate AND 18 years of age or older.

2. Be the parent, guardian or legal representative of the person named on the certificate or

A Spouse, Civil Union or Domestic Partner

The Child, grandchild, sibling - if of legal age

A State or federal agency for official purpose

A court order

Current custody order for minor children (within the previous year)

**If you are requesting a certificate on behalf of another person you MUST provide the following:**

**\*\*If you are requesting a certificate on behalf of a Sibling or Parent, please provide us with a copy of your birth certificate with parents' name\*\***

**\*\*If you are requesting on behalf of a Legal Spouse, please provide us with a copy of your marriage certificate\*\***

**\*\* If a parent is requesting a certificate on behalf of a child and the Mother is married and/or if she is taking on her married name, she must provide us with a copy of her marriage certificate to show her current legal name change (All birth certificates are in the mother's maiden name).**

**Note: Grandparents are not eligible to receive certified copies of vital records.**

**Step 2**

Once application form has been downloaded (Link Above), eligible applicants must read all instructions before completing the application form. Fill out the application by fully identifying the record. You must provide us with names, dates, and the place of the event.

**Step 3**

**Payment**

1. **Payments in person** - At the Atlantic City Vital Statistics Office – Accepted Forms of Payment: Cash, checks, or money orders.
2. **Payment by mail** - Make your Check or money order payable to "City of Atlantic City". DO NOT send cash.

**Step 4**

Place your application, along with your Photo ID or alternate forms of ID, your payment, and proof of relationship if necessary and send it to the following address:

**Mail To:**

City Hall

Vital Statistics, Room #105

Atlantic City, NJ 08401

**Note:** Although we process our requests as soon as possible, we cannot predict how long the postal delivery will take.

## **Marriage Licenses/Civil Union License Applications**

**\*\*The legal marriage or civil union age in New Jersey is 18\*\***

**Fee:** \$28.00

The couple can obtain an application via our office\*

**Note:** This form must be signed in front of the local Registrar

### **Where to Apply**

#### **Residents**

If either applicant is a NJ resident the couple may apply in the municipality where either applicant resides, (The couple is free to have their ceremony anywhere in the state they choose.

#### **Non-Residents**

If both are non-residents of the State of NJ, they must apply in the municipality where they will have their ceremony.

### **Required Items needed when applying for marriage license are as follows;**

1. Photo identification is REQUIRED – Government ID , such as driver’s license, passport (with proof of residency if you reside in NJ), or state ID
2. A witness, 18 years of age or older
3. The non-refundable \$28 application fee (collected at the time of application).
4. For a remarriage or reaffirmation of civil union the couple must also supply proof of the original ceremony by providing a certified copy of the original event
5. If divorced, please supply us with the date and place of the event.

When should you apply for your marriage license?

Within 30 days of the ceremony and then there is a 72-hour waiting period after submitting the application.

## **Additional Sites**

Need info on **Apostilles?**

[www.state.nj.us/treasury/revenue/apostilles.shtml](http://www.state.nj.us/treasury/revenue/apostilles.shtml)

Need info from **State of New Jersey Office of Vital Statistics and Registry**

[www.state.nj.us/health/vital](http://www.state.nj.us/health/vital)