FOR INFORMATION ABOUT OBTAINING A MARRIAGE CERTIFICATE

To obtain a certified copy of your marriage certificate, please submit the *Application for a Non-Genealogical Certificate or Certified Copy of Vital Record* form by mail to:

IRVINGTON HEALTH DEPARTMENT
MUNICIPAL BUILDING
1 CIVIC SQUARE, ROOM 109
IRVINGTON, NJ 07111
ATTN: VITAL STATISTICS

Phone: 973-399-6644 OR 973-399-6645

If you are searching for your own marriage certificate please submit the following:

____ A complete and signed *Application for a Non-Genealogical Certificate or Certified Copy of Vital Record*

____ FEE: A money order payable to: Township of Irvington in the amount of $25.00. For extra copies of the same record, there is an extra fee of $9.00

____ A copy of your valid photo driver's license which reflects your current address. If your ID does not have your current address, please provide proof of address (e.g. utility bill).

OR

Two (2) alternate forms of ID, one of which must show the current address:

Utility Bill or Bank Statement (issued within the last 90 days)
Vehicle Registration Card
Vehicle Insurance Card
Voter Registration Card
U.S. /Foreign Passport
School ID

_____ Enclose a self-addressed stamped envelope

- **If you are searching for your child's marriage certificate, please submit the following:**

Submit all the information requested above

- **If you are requesting your spouse's marriage certificate, please submit the following:**

Submit the information requested above

- **If you are requesting your parent's or sibling's birth certificate, please submit the following:**

Submit the information requested above with **your birth certificate** that reflects your parent(s) name and your marriage certificate if you are married and assumed your married name.

- **If you are requesting your grandparent (s) marriage certificate:**

You must establish proof of relationship. You must provide a valid government issued ID, with your birth certificate which reflects your parent's names, and you must supply a copy of your parent birth certificate to confirm and identify your grandparent(s). If you are married, and you are using your married name, please supply us with a copy of your marriage certificate. Please provide the appropriate fee in the form of a money order.

- **If you are requesting a certified copy of a record and you are the executor of an estate:**

Submit all the information requested above with proof of appointment as the executor

- **If you are the legal representative of an individual that is eligible to receive a certified marriage certificate:**

You must supply proof of legal retainer by the eligible individual and their proof of relationship to the person on record.

- **If you are the legal representative of the executor of an estate:**

You must supply proof of legal retainer by the executor and proof of the appointment of the individual as the executor.

- **If you are helping a person to receive a certified copy of their marriage certificate they are eligible to receive:**

You must supply your government issued ID, and a notarized letter authorizing you to obtain the record on that person's behalf OR you can supply a written release from the person to whom you are helping along with a copy of their government issued photo ID.

- **If you are in need of a vital record and are not the legal representative of an eligible person:**

You must obtain a Court Order directing the Registrar to issue a certified copy of the record. Subpoenas are NOT accepted.