

## **BOROUGH OF ROCKLEIGH**

### **INSTRUCTIONS TO OBTAIN A CERTIFIED COPY OF A VITAL STATISTIC**

In order to obtain a certified copy of the requested vital record, please follow these steps:

- (1) Complete the top portion of the document entitled, “**Application For A Certification Or A Certified Copy Of A Vital Record**”.
- (2) Complete the appropriate section of the lower portion of the form above as to the vital statistic record you are requesting.
- (3) Enclose a copy of a current photo-id (drivers license and/or passport);
- (4) Enclose a check payable to the “Borough of Rockleigh” in the amount of \$20.00 for the FIRST copy and \$10.00 for each additional copy of the vital statistic record you request;
- (5) Forward all the above to The Borough of Rockleigh, 26 Rockleigh Road, Rockleigh, NJ 07647 and the appropriate documents(s) will be sent as soon as possible.

Thank you.