

CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NEW JERSEY 07712

PHONE: (732) 775-2100
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DONNA M. VIEIRO, CITY MANAGER
MELODY HARTSGROVE, RMC, CITY CLERK

Vital Records (Birth/Marriage/Death) Request Instructions

Please Note: In-Person Vital Records Requests Hours are Monday to Friday from 9am to 3:30pm

The Office of the City Clerk maintains the records for birth, death, marriage/civil union and domestic partnerships occurring in Asbury Park. Certified copies of these vital records can be obtained in person at City Hall Monday to Friday from 9am to 3:30pm, or ordered via U.S. Mail for a fee of \$15 per copy.

To Request Vital Records

Include these 4 items in one envelope:

- 1) Print out and complete the [Application for Certified Copy of Vital Record](#)
- 2) Provide a photocopy of a valid and current photo driver's license (or provide photocopies of 2 acceptable alternate forms of identification – see below for details)
- 3) Provide payment of \$15 per copy by check or money order. Make checks payable to "City of Asbury Park."
- 4) Provide a self-addressed stamped envelope for delivery of your copies

Submit Your Request In-Person, by Mail, or in the After Hours Drop Box at City Hall

- In-Person: Drop off your Vital Records request documents at City Hall (1 Municipal Plaza) Monday to Friday from 9am to 3:30pm
- By Mail:
 - Vital Records Request
 - City Clerk's Office
 - 1 Municipal Plaza
 - Asbury Park, NJ 07712
- After Hours Drop Box: Use the grey After Hours Drop Box at City Hall (1 Municipal Plaza)

Acceptable Alternate Forms of Identification

If you do not have a valid and current photo driver's license, you must submit 2 acceptable alternate forms of identification and at least 1 must show your current address. Acceptable alternates include:

- Bank statement-not more than 90 days old
- County identification card
- Current school identification card
- Current vehicle insurance card
- Current vehicle registration

- Federal/State identification card
- Immigrant visa
- Permanent resident card (green card)
- U.S. military identification card
- U.S./Foreign passport
- Utility bill-not more than 90 days old
- Valid and current non-photo, non-driver's license issued by NJDMV for identification purposes
- Voter registration
- W-2 or tax return for current or previous year

6.12.21