



## Princeton Health Department

One Monument Drive  
Princeton, New Jersey 08540

Phone: (609) 497-7608  
Fax: (609) 924-7627

Jeffrey C. Grosser, MHS  
Health Officer

Board of Health Members

### PROCEDURES REQUEST FOR CERTIFIED DOCUMENTS

**Births, Marriages, Civil Unions, Domestic Partnerships and Deaths are registered in the town in which the event took place. Therefore, you would obtain a certified copy of either of these certificates from that office. Certified documents can be requested in person or by mail.**

The cost of a certified document in Princeton is \$25.00 each, payable by money order (when requesting by mail) or when requesting in person; cash, credit card (Visa, Mastercard, Discover). Personal checks are not accepted, and please do not send cash through the mail.

**If you are making your request in person the following items are required:**

- Current photo identification such as a drivers' license or passport or work ID.
- If your drivers' license does not have a photograph, and when using your passport, additional items such as recent utility bills showing your name and address, current car insurance card or car registration card will also be required.
- When making requests in person payment by cash, money order, visa or master card is accepted
- For death certificates, in addition to the items listed above, a relationship between the person requesting the document and the deceased must be clearly established. Birth certificates or court documentation proving that the requestor has been appointed executor or executrix of the estate of the deceased must be provided.

**You may write to this office to request the records. Your correspondence must include the following:**

1. For birth certificates, child's full name, mother's full maiden name, father's full name
2. For marriage certificates, full maiden name of bride, full name of groom
3. Civil Union certificates, full name of both parties
4. Domestic Partnership, full name of both parties
5. For death certificates, full name of the deceased
6. Place of event
7. Exact date of event
8. Legible photocopy of applicant's photo identification, e.g. driver's license or passport, the face of the applicant must be readily identifiable. For best results it is advised that the image be enlarged slightly and lighten slightly.
9. Legible copy of the address page of a recent utility bill, current car registration card or current car insurance card showing applicants name and current address.
10. Payment by certified bank check or money order for the number of certified copies, which you are requesting. Please do not send cash in the mail.
11. A stamped self-addressed standard business sized envelope for where the certified copies are to be sent.
12. Telephone number where you can be reached should there be any questions.

Requests should be mailed to:

Princeton Health Department  
One Monument Drive  
Princeton, New Jersey 08540  
Attention: Lauralyn Bowen, C.M.R.

When this information is received the requested certified copies will be forwarded to you. Please allow 7 to 10 business days for the documents to reach you. If you have any additional questions do not hesitate to contact this office at (609) 497-7608. **Additionally, please be advised that this office does not provide Social Security cards. Call Social Security Administration at 1-800-772-1213 with any questions.**