

Hamilton Township Division of Health

Instructions for Submitting a Certified Copy Request on GovPilot



Link for GovPilot

https://main.govpilot.com/web/public/205bef6b-fb6_Vital-Records-App-HAMILTON?uid=7776&ust=NJ&pu=1&id=1



Step 1

Fill out the **'Applicant Details'** on the main GovPilot page. This is the information for the person requesting the record.

Persons eligible to request a vital record are listed in the **'Instructions Tab'** on this main page.

Vital Records Request

Hamilton Township
Division of Health-Vital Statistics
2100 Greenwood Avenue
Hamilton, NJ 08609
609-890-3826

Applicant Details

Current Mailing Address (must match address on ID)

First Name * Middle Name Last Name *

Current Mailing Address * City * State * ZIP *

Phone # * Email *

****PLEASE NOTE: The "Request" tab below must be filled out to proceed with your request****

Instructions Request Birth Marriage, Civil Union, Domestic Partnership Death Submit

Instructions

Instructions for obtaining a copy of **Non-Generalogical** Vital Records

- Non-Generalogical Records** are births occurring within the last eighty (80) years or if the individual is still living, marriages occurring within the last fifty (50) years, deaths occurring within the last forty (40) years and all civil union and domestic partnership records.
- Certified Copies** have the raised seal of the office issuing the record and are always issued on State of New Jersey safety paper. Certified copies may be used to establish identity and are legal documents.
- Certifications** are issued on plain paper with no seal and clearly indicate they are not valid for establishing identity or for legal purposes. Certifications are generally useful for genealogy. Certifications of death records do not contain the Social Security Number or the Cause of Death medical terminology.

Step 2

Click on the tab labeled **'Request'** - fill out this information. This is where you will select the delivery option as 'Mail' or 'Pick-Up'. Make sure you select the type of record you are requesting.

****PLEASE NOTE: The "Request" tab below must be filled out to proceed with your request****

Instructions Request Birth Marriage, Civil Union, Domestic Partnership Death Submit

Type of record * Relationship to person on record * Delivery Option *

Delivery Mail Delivery Mail Other

What is the purpose of your request * (select as many as necessary)

Passport Driver's License School/Sports

Veteran's Benefits Social Security Card/Benefits Medicare

Welfare/Disability Other (specify)

Step 3

Click on the tab of the **type of request** you are submitting, either **'Birth,' 'Marriage, Civil Union, Domestic Partnership'** or **'Death'**. Fill out the required information on the tab you selected, leave the other two tabs blank.

Birth Tab

Instructions Request Birth Marriage, Civil Union, Domestic Partnership Death Submit

Provide Name Given to Child at Birth

First Name * Middle Name Last Name *

Date of Birth * How many copies? *

Where was the Child Born?

City * State * County *

Name of Child's Parents (name given at birth or on birth certificate / Maiden Name)

Parent A First Name * Middle Name Last Name *

Parent B First Name * Middle Name Last Name *

If the Child's Name was changed please indicate:

New Name Describe Change

Previous Next

Marriage, Civil Union, Domestic Partnership Tab

Instructions Request Birth Marriage, Civil Union, Domestic Partnership Death Submit

Where did the Event take place?

City * State * County *

Date of Event * How many copies? *

Name of Spouses (name given at birth or on birth certificate / Maiden Name)

Spouse A First Name * Middle Name Last Name *

Spouse B First Name * Middle Name Last Name *

Death Tab

Instructions Request Birth Marriage, Civil Union, Domestic Partnership Death Submit

Provide Name of Decedent

First Name * Middle Name Last Name *

Date of Death * How many copies? *

Where did the Decedent pass away?

City * State * County *

Name of Decedent's Parents (name given at birth or on birth certificate / Maiden Name)

Parent A First Name * Middle Name Last Name *

Parent B First Name * Middle Name Last Name *

NOTE: you can only fill out ONE tab per request. For example, if you need a birth certificate and a marriage certificate you need to fill out the birth certificate request fully and submit. Then go back to the start and do a new request for the marriage certificate.

Step 4

Click on the **'Submit'** tab. Use the **'Upload New File'** button to upload required ID and any proof of relationship documents needed for your request. Details on accepted documents is available in the **'Instructions'** tab.

****PLEASE NOTE: The "Request" tab below must be filled out to proceed with your request****

Instructions Request Birth Marriage, Civil Union, Domestic Partnership Death Submit

Required Documents

Please attach the necessary proofs of identity and relationship, as set out at the top. *

Upload New File Remove Selected File(s)

Document Name	File Name	Size	Timestamp
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Step 5

Fill out the **'Certification'** section and click the blue **'Submit'** button to submit your request.

NOTE: The **'Fee Schedule'** section will show you the amount due for the record(s) (**\$15 per certified copy**). You will not pay until the Vital Statistics office successfully locates your record.

Fee Schedule

The amount due is \$15.00 for EACH Certified Copy

Amount Due: \$15.00

A request for payment will be sent to your email.
This email will be sent only after the record has been located and confirmed.

Certification

By signing, I hereby certify that I am the applicant named above and that I am authorized to request a certified copy of the record for the above named individual. I understand that penalties are described by law for misrepresentation on this request.

Applicant Signature *

Type Full Name:

Clear

Submit

Step 6

Once you submit your request you will be assigned a **Reference Number**. Requests are processed in the order they are received, please allow 1-2 weeks for staff to process your request.

Step 7

Monitor your email. Once your record is successfully located by the Vital Statistics Office you will get a **Request Payment link** sent to the email address entered in your original request. Follow the instructions on this link to pay for the record(s).

Step 8

Depending on the delivery method you chose in Step 2, the following will occur **after the record is paid for**:

- If you chose the **Mail Option** your record will be mailed to the address entered on your request via USPS.
- If you chose the **Pick Up** option you will receive an email your record is ready with office and pick up information.

Hamilton Township Office of Vital Statistics *only* records events (birth, marriage, death) that occur in Hamilton Township, Mercer County. If the event did not occur in Hamilton Township, please contact the NJ State Vital Statistics Office *OR* the local Registrar for the town in which the event occurred, to inquire about their process for requesting vital records. If the event occurred out of state, contact that states vital statistics office for more information.

NJ State Vital Statistics Office: 140 E. Front St, Trenton - 609-292-4087 - <https://www.nj.gov/health/vital/>

Local Registrars by County: <https://www.nj.gov/health/vital/order-vital/local-vital-records/>

Questions?

Hamilton Township Division of Health
Office of Vital Statistics
609-890-3826

VitalStats@HamiltonNJ.com
HamiltonNJ.com/VitalStats



Calls and emails will be returned within 48 hours excluding weekends and holidays.

División de Salud del Municipio de Hamilton

Instrucciones para enviar una solicitud de copia certificada en GovPilot



Enlace para GovPilot

https://main.govpilot.com/web/public/205bef6b-fb6_Vital-Records-App-HAMILTON?uid=7776&ust=NJ&pu=1&id=1



Paso 1

Complete los **'Applicant Details' (Datos del solicitante)** en la página principal de GovPilot. Esta es la información de la persona que solicita el registro.

Las personas elegibles para solicitar un registro vital se enumeran en la pestaña **'Instructions' (Instrucciones)** de esta página principal.

Paso 2

Haga clic en la pestaña denominada **'Request' (Solicitar)** y complete esta información. Aquí podrá seleccionar la opción de entrega como 'Mail' (Correo) o 'Pick-Up' (Recogida). Asegúrese de seleccionar el tipo de registro que está solicitando.

Paso 3

Haga clic en la pestaña del tipo de solicitud que está enviando, ya sea **'Birth' (Nacimiento)**, **'Marriage, Civil Union, Domestic Partnership' (Matrimonio, Unión Civil, Unión de Hecho)** o **'Death' (Muerte)**. Complete la información requerida en la pestaña que seleccionó, deje las otras dos pestañas en blanco.

Pestaña de nacimiento

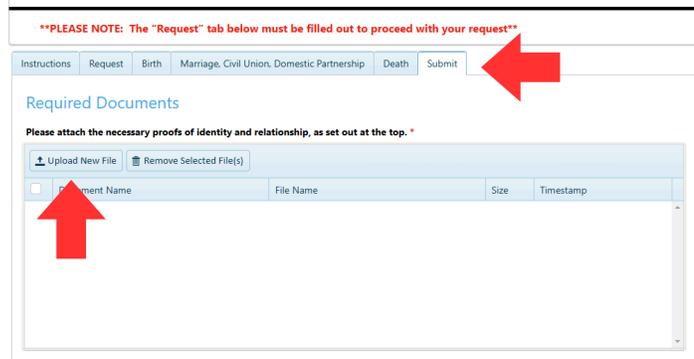
Pestaña Matrimonio, Unión Civil, Unión de Convivencia

Pestaña de muerte

NOTA: solo puede completar UNA pestaña por solicitud. Por ejemplo, si necesita un certificado de nacimiento y un certificado de matrimonio, debe completar la solicitud de certificado de nacimiento en su totalidad y enviarla. Luego, vuelva al inicio y realice una nueva solicitud de certificado de matrimonio.

Paso 4

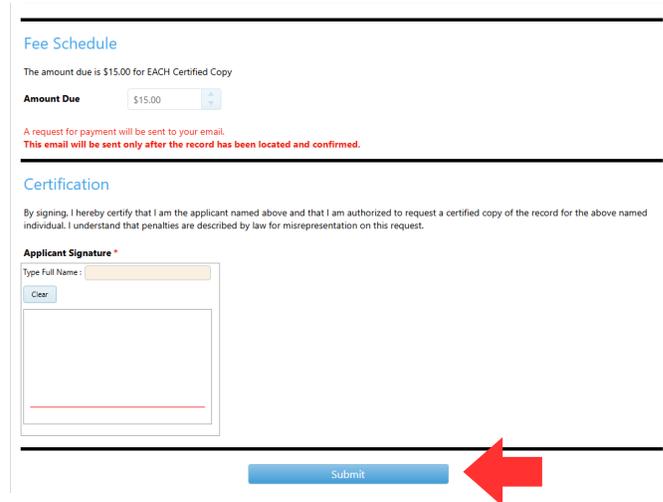
Haga clic en la pestaña 'Submit' (Enviar). Utilice el botón 'Upload New File' (Cargar nuevo archivo) para cargar los documentos de identificación y de comprobante de parentesco necesarios para su solicitud. Los detalles sobre los documentos aceptados están disponibles en la pestaña "Instrucciones".



Paso 5

Complete la sección 'Certification' (Certificación) y haga clic en el botón azul 'Submit' (Enviar) para enviar su solicitud.

NOTA: La sección 'Fee Schedule' (Tasa de honorarios) le mostrará el monto a pagar por el registro (o registros) (\$15 por copia certificada). No deberá pagar hasta que la oficina de Estadísticas Vitales localice exitosamente su registro.



Paso 6

Una vez que envíe su solicitud, se le asignará un **número de referencia**. Las solicitudes se procesan en el orden en que se reciben. Espere de 1 a 2 semanas para que el personal procese su solicitud.

Paso 7

Controle su correo electrónico. Una vez que la Oficina de Estadísticas Vitales haya localizado correctamente su registro, **recibirá un enlace de solicitud de pago enviado** a la dirección de correo electrónico ingresada en su solicitud original. Siga las instrucciones en este enlace para pagar el registro o los registros.

Paso 8

Dependiendo del método de envío que haya elegido en el Paso 2, ocurrirá lo siguiente **después de pagar el registro**:

- Si eligió la opción de correo, su registro se enviará por correo a la dirección ingresada en su solicitud a través de USPS.
- Si elige la **opción de Recogida**, recibirá un correo electrónico indicando que su registro está listo con información de la oficina y de recogida.

La Oficina de Estadísticas Vitales del Municipio de Hamilton solo registra eventos (nacimiento, matrimonio, muerte) que ocurren en el Municipio de Hamilton, Condado de Mercer. Si el evento no ocurrió en el Municipio de Hamilton, comuníquese con la Oficina de Estadísticas Vitales del Estado de Nueva Jersey O con el Registrador local del municipio en el que ocurrió el evento para consultar sobre su proceso para solicitar registros vitales. Si el evento ocurrió fuera del estado, comuníquese con la oficina de estadísticas vitales de ese estado para obtener más información.

Oficina de Estadísticas Vitales del Estado de Nueva Jersey: 140 E. Front St, Trenton - 609-292-4087 - <https://www.nj.gov/health/vital/>
Registradores locales por condado: <https://www.nj.gov/health/vital/order-vital/local-vital-records/>

¿Preguntas?

Oficina de Estadísticas Vitales de la División de Salud del Municipio de Hamilton
609-890-3826

VitalStats@HamiltonNJ.com
HamiltonNJ.com/VitalStats



Las llamadas y los correos electrónicos serán devueltos dentro de las 48 horas, excepto fines de semana y feriados.