

Instructions For Mail In Of Vital Records

1. Applicant must fill out specified area of application
 - a. Please read carefully
 - b. Please write legibly
2. Provide photo copy of a current valid driver license OR current valid passport and bill with applicant's current address (dated within the past 60 days). Please contact our office if you do not have any of the above listed forms of identification.
3. Send your payment as follows (money order only)
 - a. One copy \$25.00
 - b. Additional copies \$5.00 each
4. Prepare and submit a self-addressed, stamped envelope
5. Mail ALL items to:

Borough of East Newark
Office of the Borough Registrar
Att: Brigitte I. Goncalves, Deputy Registrar
34 Sherman Avenue
East Newark, New Jersey 07029

Applications will be processed as they are received. Please avoid any delay by submitting all required documents.