



ENGLEWOOD DEPARTMENT OF HEALTH  
73 SOUTH VAN BRUNT STREET, ENGLEWOOD, NEW JERSEY 07631  
PHONE (201) 568-3450 Option 2 FAX (201) 568-1421 EMAIL [VitalStats@englewoodnjhealth.org](mailto:VitalStats@englewoodnjhealth.org)

## HOW TO OBTAIN YOUR CHILD'S BIRTH CERTIFICATE

Revised April 2018

**Please allow 2-4 weeks for the birth certificate to be processed by hospital and department of health. The Department of Health may accept requests for expedited (rush) processing of birth certificates, by written request only, for an additional fee of \$100, at the convenience of its staff.**

**No personal checks will be accepted.**

**Certificates are \$25.00 for the first copy, \$2.00 each additional copy.**

**A MAXIMUM OF 5 CERTIFICATES MAY BE ORDERED PER ORDER/DAY**

**Identification is required to receive copies as explained below.**

### **IDENTIFICATION:**

**VitalChek** (credit card) orders will not be processed until a copy of the appropriate ID has been received either uploaded with order or by fax 201-568-1421 or by mail/email.

**Mail requests** for certificates must include a photocopy of the appropriate ID along with the application form, payable with money order, certified or other bank check.

**In person** requests will require appropriate ID along with application form, payable in cash or money order. (Credit/Debit card payments are accepted - \$2.50 usage fee.)

Following is a list of acceptable ID for certified copies, whether in person, by fax or by mail:

Government issued photo identification with current address **OR**

Photo identification **AND** other identification with current address **OR**

Two of the following forms of ID\*: non-photo driver's license, vehicle registration, insurance card, voter registration card, passport, green card, County Resident ID card, school ID card, utility bill

\*unexpired and/or current (bills within 60 days)

**PLEASE NOTE: Females Using Names Other than Their Birth Name**

**Must Provide Documentation Establishing the Link to Their Birth Name (i.e. marriage certificate).**

### **IN PERSON:**

Service hours are Monday through Friday from 9:00 a.m. to 4:00 p.m. (excluding holidays). You will be required to complete the application form and to provide identification. Payment by cash, money order, or credit/debit (usage fee applies).

### **BY CREDIT CARD:**

You may order on-line at [www.vitalcheck.com](http://www.vitalcheck.com) There is a \$7.00 VitalChek non-refundable order charge in addition to the certificate fee. You may choose regular mail or UPS Express Delivery (at special VitalChek rate) at an additional fee. ID copies to be uploaded with order, faxed (201-568-1421), emailed ([vitalstats@englewoodnjhealth.org](mailto:vitalstats@englewoodnjhealth.org)) or mailed before order will be processed. Orders cannot be processed until the birth records is received and accepted by the Health Department.

### **BY MAIL:**

- 1. NO CASH WILL BE ACCEPTED BY MAIL.** Any cash received in the mail will be returned to the sender, who will be charged for the registered postage costs.
- 2. SEND A MONEY ORDER** for the total amount of copies being ordered, attention "Vital Statistics."
- Please enclose a SELF ADDRESSED STAMPED envelope (#10 size is adequate in most cases).
- Money orders payable to: Englewood Health Dept., 73 S. Van Brunt St., Englewood, NJ
- Photocopy of identification with mailing address must be included. Please note that certificates will only be mailed to the address on the ID provided unless signed instructions/authorization for other arrangements is received.
- Complete and submit the Application form.