



## TOWNSHIP OF HARDYSTON



HARDYSTON, NEW JERSEY 07419

Municipal Office  
149 Wheatsworth Road, Suite A  
Hardyston, NJ 07419  
(973) 823-7020  
Fax: (973) 823-7021

### **Instructions for applying for a Birth Certificate**

Please fill out the request form → top section as well as the section titled “Birth”.

***IMPORTANT – If you are mailing the application to us, please include a copy of your identification with your current mailing address!!***

#### **VALID FORMS OF ID**

- Valid Photo Driver’s License with current mailing address
- Valid Non-Photo Driver’s License with current mailing address and one alternative form of identification (see below).
- Two alternate forms of identification with current mailing address (see below).

#### **ALTERNATE FORMS OF ID**

- Vehicle registration/insurance card
- Voter registration card
- US/Foreign passport
- Immigration Visa
- Permanent Resident Card (Green Card)
- Federal/State/Government ID
- W-2 for current or previous year
- Utility bill within 90 days

#### **FEE**

The fee is \$10 per certified copy. **We accept cash or checks payable to Hardyston Township.**

#### **IF YOU ARE NOT THE PERSON NAMED IN THE BIRTH RECORD, YOU MUST:**

- Be the parent, legal guardian or legal representative, spouse, child, grandchild, or sibling to receive a copy of the record.
- Present proof of your direct relationship in the form of a copy or copies of any of the following documents: a birth certificate which shows your relationship, marriage certificate which shows you are a spouse, court order, or power of attorney.

Please bring the application and fee to the Hardyston Municipal Building or mail them (along with a copy of your valid form(s) of ID) to:

Hardyston Township  
Attn: Jane Bakalarczyk, Registrar  
149 Wheatsworth Road  
Hardyston, NJ 07419

Please indicate whether you will pick up the certified copies or if you want them mailed to you—again please make sure your ID has your current mailing address.