

CITY OF OCEAN CITY



MAYOR
SAL PERILLO

COUNCIL PRESIDENT
M. SUSAN SHEPPARD

MUNICIPAL CLERK
LINDA MACINTYRE

861 ASBURY AVENUE ~ OCEAN CITY, NEW JERSEY 08226 ~ (609) 525-9328 ~ FAX (609) 399-6366

Dear Requester:

In order to combat identification fraud and in accordance with an Executive Order by the Governor of New Jersey, the State Registrar has implemented procedures for obtaining certified copies of birth, death or marriage records.

The following individuals are permitted to request a record by mail: Subject, Subject's parent, Legal guardian, Legal representative, Subject's spouse, Subject's child, Subject's grandchild or Subject's sibling.

1. The attached application must be completed in full or a letter which contains all information on application.
2. Must include copy of photo ID showing address, or Photo ID without address and one other form of ID showing mailing address or 2 alternate forms of ID showing address.
3. A "Consent for Disclosure Form" for a death record is required for cause of death to be included on certified copies.
4. Completed forms can be faxed to 609-399-6366 along with photo copy of ID.

We will only mail to address shown on ID.

Should you have any questions regarding the above information, please contact our office at 609-525-9328.

Sincerely,
The Office of the City Clerk
and Registrar of Vital Statistics