



# BIRTH CERTIFICATE REQUEST FORM

**CONGRATULATIONS!**

**Please be aware that Morristown Medical Center does NOT issue the birth certificate.**

In order to request your baby's official birth certificate, you may either go pick it up in person or request it by mail. In order to request it by mail, fill out the form provided below.

The Morristown Vital Statistic Office is unable to take any phone calls due to HIPAA Violations.

**Each copy is \$15.00. In person, you may pay ONLY by cash or check.**

**IN PERSON:**

Morristown Dept. of Vital Statistics  
Morristown Town Hall  
200 South Street -1<sup>st</sup> First Floor Lobby  
Morristown, NJ 07963

**Hours: Monday-Friday 9am-3pm**

**BY MAIL:**

Morristown Birth Records  
200 South Street  
Morristown, NJ 07963-0914

**To go in person, you must wait at least 14 days from the date of the baby's birth.**

The **Social Security Card** will be automatically applied for by Morristown Medical Center once the birth certificate is complete. (Unless requested otherwise)

Please wait 3-12 weeks from the child's date of birth for the card to arrive in the mail. If you do not receive it by the time the baby is 12 weeks old, please call Social Security at 800-772-1213.

When ordering by mail you **must include** the form below and send it to the above address that includes the following:

- A self-addressed stamped envelope
- An enlarged photocopy of a valid PHOTO ID of Mother or Father that includes your current address. (example: Driver's License)
- A check or money order for \$15.00 payable to "Town of Morristown"



I would like to request a birth certificate for:

Full Name of Child: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_

Mother's Maiden Name: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

**Enclosed is a check or money order made payable to "Town of Morristown" for \$15.00 each:**

**\$\_\_\_\_\_ for \_\_\_\_\_ birth certificates.**