

Below are the directions for obtaining a Birth, Marriage or Death Certificate by mail:

1. Complete the application.
2. The only form of payment accepted by mail is a Money Order made out to Mount Holly Township. Certificates are \$25.00 for the first copy and \$10.00 for each additional copy.
3. Please enclose a self-addressed stamped envelope.\*
4. A copy of valid identification must be included.  
An example of this would be a valid photo driver's license or photo non-driver's license.

**The ID provided MUST match the address on your application.**

If your ID does not match your current mailing address, two alternate forms of ID can be provided, one of which must show the current address:

Vehicle Registration Card  
Vehicle Insurance Card  
Voter Registration Card  
U.S. Foreign Passport  
Immigrant Visa  
Permanent Residence Card (Green Card)  
Federal/State ID  
School ID  
Utility Bill or Bank Statement (within last 90 days)  
W-2 for current or the previous tax year

5. If your name has changed since the date of the vital record, please include documentation to show how the name change occurred. (For example if you have been married, please include a copy of your marriage certificate.)
6. People who are homeless can provide identification from a social worker or homeless shelter coordinator.
7. People who are incarcerated can provide legal imprisonment, conviction papers or release documents that include the name, social security number and all possible aliases used in the past or identification from a prison/probation official.
8. You can now order your vital record online at <https://www.vitalchek.com/>.

\*For expedited requests by mail please include a paid Express Mail envelope with your request.