

Frequently Asked Questions About Obtaining a Child's Birth Certificate:

1. How do I obtain my child's birth certificate?

You may come to the office & pick up a copy, mail in for it or order it online. You have been give an application for obtaining a vital record in your paperwork from the hospital, this is what you will bring to our office or mail it in with a copy of your ID & a money order for the correct amount. Cash or Card is accepted in person. To order birth certificates online, please go to www.vitalchek.com & follow the prompts making sure you select MOUNT HOLLY as the place of birth. Please make sure you are using the correct website as there are a lot of fake websites. ***Birth certificates will NOT be mailed automatically to you.**

2. How long does it take for the birth certificate to be ready for pick up?

Birth certificates can be obtained at Mount Holly Twp Vital Statistics Office two (2) to three (3) weeks after the child was born. Receiving the Social Security Card is an indicator that the Birth Certificate is ready for pick up. The Social Security Card is **NOT** needed when obtaining your child's birth certificate. Social Security Cards should be received a couple weeks after birth. Please contact the Social Security Office with any questions, 800-772-1213.

3. Who can pick up the child's birth certificate?

The Mother or Father or Guardian of the child can pick up the birth certificate. A representative of the Mother or Father may pick up the certificate if they have a notarized letter from one of the parents authorizing them to do so.

4. Is there a fee?

Yes, birth certificates are \$25 for one certified copy & \$10 for each additional certified copy when purchased at the same time. We accept card & cash. Exact cash payments are preferred. We **DO NOT** accept personal checks. If ordering from www.vitalchek.com, please be aware the fees are different. It is \$28 for one, \$10 for each additional. The website charges an \$8 processing, plus shipping. Shipping is \$1 for USPS & \$20 for UPS overnight.

5. What type of identification do I need?

You will need your driver's license. If you do not have a driver's license or State issued ID, then you may bring 2 piece of mail (bank statement, pay stub, utility bill, credit card bill, etc from within the last 90 days.) with your name & address on it. We will not accept junk mail as ID.

6. How do I go about adding a Father's name or amending an error on the birth certificate?

If the father was not present at the time of birth & his name needs to be added to the birth certificate, both Mother & Father may come to the office & complete the necessary paperwork. If there is an error on the birth certificate, it can be corrected by coming into our office & the parents signing off on paperwork. If a parents name or date of birth is wrong, please bring the parent's birth certificate. It is a requirement from the State to correct an error & the State will NOT accept anything else. There is a \$50 charge for any amendment. Amendments will be sent to the State for approval & take about a week to be approved. Once the amendment is approved, there will be a \$25 charge for the new birth certificate.

Mount Holly Township Vital Statistics Office is located at 23 Washington St, 3rd Floor, Mount Holly, NJ 08060.

Our office hours are: Monday 9 – 5:30, Tuesday – Thursday 9 – 3. Closed Friday.

609-845-1103

609-845-1151