

**New Jersey Department of Health and Senior Services  
Vital Statistics and Registration  
P. O. Box 370  
Trenton, NJ 08625-0370**

**GUIDELINES FOR  
REQUESTING TO PLACE ON FILE  
A CERTIFICATE OF BIRTH RESULTING IN STILLBIRTH**

**General Information:**

The form REG-68, "Request to Place on File a Certificate of Birth Resulting in Stillbirth" can be obtained from the New Jersey Department of Health and Senior Services at the following web site address by scrolling down to the REG-68 form in the alphabetical listing:

<http://www.nj.gov/health/forms>

The form is available in both Microsoft Word or PDF formats.

Parents are to complete Section I of the form and indicate if certified copies are desired. The completed form, identification, and the required payment (if certified copies are ordered) may be filed with the State Registrar directly by the parents or through a Licensed Health Care Professional who has completed Section 2. Completed forms and identification should be mailed to the address listed above. Please allow 4 to 6 weeks for processing of your request.

Records corresponding to births resulting in stillbirth are available from the period 1969 to present. Those events which occurred prior to 1969 were not reported and as such certificates for those events cannot be issued.

If the record on file indicates that no name was given, the certificate will be listed in the same manner. Parents who wish to amend the record to add a name may do so by filing a form REG-34 "Correction to an Original Birth, Marriage or Death Certificate" with the New Jersey State Registrar's Office. Copies of the REG-34 form may be obtained from the Local Registrar of Vital Statistics in your New Jersey municipality or from the New Jersey State Registrar's Office.

A birth resulting in stillbirth that occurred in the State of New Jersey but has not been registered within one year after the date of delivery may be placed on file and registered as a delayed report by providing documentation of the stillbirth. A request to place a delayed report of stillbirth on file, along with documentation supporting the stillbirth event should be sent to the Stillbirth Processing Unit at the above address.

Questions regarding the completion and submission of the request form can be directed to the State Registrar's Office by calling (609) 292-4087 and selecting extension 505.

**Instructions on Completing the Form:**

**Instructions to Parents:**

Complete the information contained in Section 1 in its entirety. Provide your complete names as were recorded at the time of the stillbirth, your current telephone number and current mailing address. Please sign and date the form.

Provide the information requested on the application. List the name, if given, or check the box indicating "Name Not Given." Indicate the City, Town or Municipality in which the delivery took place. If known, please report the County in which the event occurred. Please report the Date of Delivery and if possible the name of the hospital or facility at which the delivery occurred. Please provide the full Maiden Name of the Birth Mother and if recorded on the record, the name of the Other Parent.

Should the parents desire to purchase certified copies, they should indicate the number of copies requested in Section I. The fee for a certified copy is \$25.00 for the first copy and \$2.00 for each additional copy ordered at the same time. Payment must accompany the form and should be made payable to the "State Registrar." DO NOT SEND CASH!

Future requests for certified copies may be requested at the State Registrar's Office or from the Office of Vital Records in the New Jersey municipality where the event occurred.

The Licensed Health Care Professional does not need to be specifically licensed by the State of New Jersey, as long as that individual is indeed a Licensed Health Care Professional. The Licensed Health Care Professional does not have to be the individual who performed the delivery. You may request that your family physician, a registered professional nurse, a bereavement counselor or a clinical psychologist submit the form.

**Instructions to Licensed Health Care Professionals:**

Submission of the REG-68 "Request to Place on File a Certified Copy of a Certificate of Birth Resulting in Stillbirth" must be made to the State Registrar's Office by the parents or via a licensed health care professional. The licensed health care professional does not need to be licensed specifically by the State of New Jersey but must be licensed by their appropriate authority.

The licensed health care professional is not attesting to the information provided by the parents nor is there a need to have been involved in the delivery. The licensed health care professional is only serving as the medium through which the parents may elect to submit the form to the State Registrar's Office, as required by law.

**Instructions to Local Registrars of Vital Statistics:**

Local Registrars are **NOT** permitted to establish Certificates of Birth Resulting in Stillbirth; these documents shall be established by the State Registrar's Office only. The Local Registrar will receive a copy of the Certificate of Birth Resulting in Stillbirth when it has been issued from the State Registrar's Office. After receipt by the local registrar, certified copies can be issued from the local registrar's office.

The Local Registrar of Vital Statistics should accept the REG-34 "Correction to an Original Birth, Marriage or Death Certificate" forms to amend the original Fetal Death Certificate, should the parents choose to add a name on a record where there previously was none.