

OPEN PUBLIC RECORDS ACT
N.J.S.A. 47:1A-1 et seq.

OPRA provides overriding public policies in the legislative findings (N.J.S.A. 47:1A-1) to which all records custodians must adhere when handling each OPRA request for access to government records. Those public policies are:

- Government records must be readily accessible for inspection, copying or examination by its citizens, with certain exceptions, for the protection of the public interest.
- Any limitations on the right of access to government records must be interpreted in favor of the public's right of access.
- A public agency has a responsibility and an obligation to protect a citizen's personal information that is in the possession of a public agency when disclosure of that information would violate the citizen's reasonable expectation of privacy.

OPRA designates the City Clerk as the official custodian of local government records. An OPRA request may be submitted to the City via e-mail lhand@ventnorcity.org or [click here to fill out the Ventnor City OPRA Request Form](#).

The Government Records Council's website www.state.nj.us/grc contains useful information on the law, including summaries of exceptions to disclosure, copies of gubernatorial Executive Orders, lists of statutes containing exceptions, and a search engine of all prior GRC decisions. The public is urged to check the website when questions arise and should also feel free to submit their questions to the Council via the toll-free information line (1-866-850-0511), e-mail (grc@dca.state.nj.us), or regular mail (101 South Broad Street, P. O. Box 819, Trenton, NJ 08625-0819).

If you are seeking Atlantic County or State of New Jersey governmental records, the request must be made directly to that agency.

Voter Registration

If you have recently moved to Ventnor City and need to register to vote, registration forms are available at the Ventnor City Clerk's Office, 609-823-7904. Or download and complete a Voter Registration Application and/or Party Affiliation Form. Mail or deliver the Voter Registration Application and/or Party Affiliation Form to the County Commissioner of Registration or Superintendent of Elections for Atlantic County.

The registration deadline to vote at the next election is twenty-one (21) days prior to Election Day.

You can change your party affiliation up to fifty-five (55) days before a primary election and still vote in that Primary Election.

You can declare your party affiliation at the polls when you go to vote in your **FIRST** Primary Election.

Any registered New Jersey voter can vote by mail in any election for any reason. A voter may vote by mail by completing the Application for Vote by Mail Ballot and returning the application to their County Clerk. To receive your ballot by mail, the application must be received by the County Clerk seven (7) days prior to the election.

Vital Statistics

Birth, Marriage, Domestic Partnership, Civil Union or Death Certificates

To obtain a certified copy of a Birth, Marriage, Domestic Partnership, Civil Union or Death Record occurring in Ventnor City, please send a written request with a copy of Photo ID (Valid Driver's License) showing address or Photo ID without address and one (1) other form of ID showing shipping address or alternate forms of ID showing shipping address. Ventnor City will only ship to the address on the ID.

Acceptable types of alternate identification are: Driver's license without photo, vehicle registration, insurance card, voter registration card, passport, green card, county ID, school ID, utility bill.

Mail to: Ventnor City Clerk's office
6201 Atlantic Ave
Ventnor NJ 08406

The fee is \$10.00 cash or money order for each copy issued.
Application for Certified Copy of a Vital Record

Marriage License and Civil Union License

If either applicant is a **resident** of New Jersey, the license **must** be obtained from the Registrar of Vital Statistics in the municipality where either party resides.

If **neither** party is a resident of New Jersey, the license must be obtained from the Registrar of the municipality where the ceremony will be performed and **is only valid** for use in that municipality.

There is a seventy-two (72) hour waiting period before the marriage license can be issued. Both parties and one witness must come into office together to complete marriage license application. **Office hours for license applications are Monday through Friday from 8:30 AM – 3:00 PM.** Our address is 6201 Atlantic Ave Ventnor, NJ 08406, Appointments are scheduled by contacting the City Clerks office at 609-823-7904.

A certified birth certificate with the parents' names is recommended and a Valid Photo Driver's License is required. If either or both of the applicants have been married or in a civil union before, you need to show proof of how that relationship ended. Examples are a copy of the final decree or a death certificate. Both the applicants **must** provide their Social Security numbers (Married Person Title 37:117).

Consent of both parents is necessary if an applicant is under eighteen (18) years of age. Consent of both parents and judicial approval of their consents are necessary if the applicant is younger than sixteen (16).

The license fee is \$28.00, cash or money order. There is also a \$10.00 fee for each certified copy of the marriage, cash or money order.