



## State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PENSIONS AND BENEFITS  
(609) 292-7524 TDD (609) 292-7718  
[www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions)

CHRISTINE TODD WHITMAN  
*Governor*

*Mailing Address:*  
PO Box 295  
Trenton, NJ 08625-0295  
*Location:*  
50 West State Street  
Trenton, New Jersey

ROLAND M. MACHOLD  
*State Treasurer*

THOMAS P. BRYAN  
*Acting Director*

July 7, 2000

G PHILIP LEWIS  
105 STOCKINGTON RD  
WOODSTOWN, NJ 08098-0000

**RE: RETIREMENT APPLICATION**  
MS # [REDACTED]

The Division of Pensions and Benefits has received your application for retirement with retirement effective March 1, 2007. Your retirement processing cannot begin for the reason(s) listed below.

- We need a copy of your birth date evidence.
- We need a copy of your beneficiary's birth date evidence. If you selected option 4, please send in birth evidence for each beneficiary.

A copy of a Birth or Baptismal Certificate must be immediately remitted for either you and/or your designated beneficiary, as indicated above. If a Birth or Baptismal Certificate is not available, we may honor the oldest of the following documents: Passport, Naturalization Papers, Biblical Record, Affidavit of an older member of your immediate family, early school record, or insurance policy. Please be certain to identify the document you are sending by attaching it to the enclosed routing card.

- We have not received the "Certification of Service and Final Salary" from your employer. A copy of this letter is also being sent to your employer. We suggest that you ask your employer to complete a certification form and send it to the Retirement Bureau immediately.

Enclosed is informational material listing questions most commonly asked by retiring members and a fact sheet regarding life insurance conversion benefits. We hope they answer any questions you may have, if not, please call Client Services at (609) 292-7524.

Enclosure(s)

c: SALEM COUNTY  
92 MARKET ST  
SALEM, NJ 08079-0000