



Vital Records Order Form

Please check which certificate you are requesting and complete this form including first, middle and last names of those listed on the record.
We require proof of applicant's identity (picture ID upon payment).

- Birth Certificate
- Death Certificate
- Marriage Certificate

Full Name(s) on Record: marriage
requests require Party A & Party B names

Date on Record:

Number of Copies:

Parent's Name: birth requests only

Parent's Name: birth requests only

Applicant Name:

Applicant Address:

Applicant's Phone Number:

Self Spouse/Registered Domestic Partner

Indicate your Relationship to the
person on the requested record:

Parent Guardian Descendant
 Attorney of person on record Genealogist ID #

Other:

By signing below, I swear/affirm that the information above is true and correct.

Applicant Signature:

Date:

- FOR TOWN USE ONLY -

Proof of Applicant's Identity:

Safety Paper: DAVE Non-DAVE Numbers:

Clerk's Office Staff who processed request:

PRICING FOR REQUESTING CERTIFIED COPIES OF VITAL RECORDS:

\$15.00 for 1st copy or single copy

\$6.00 for each additional copy when purchasing multiple at the same time