

ORDERING VITAL RECORDS THRU THE MAIL

Please check the type of record that you are requesting:

BIRTH

DEATH

MARRIAGE

NAME ON RECORD REQUESTED (INCLUDE MAIDEN NAME IF APPLICABLE):

DATE OF BIRTH, DEATH OR MARRIAGE REQUESTED:

IF POSSIBLE, PROVIDE PARENT NAMES OF THE PERSON ON THIS RECORD:

BIRTHS AND MARRIAGES MAY REQUIRE A PICTURE ID

REGARDING BIRTHS: IF YOU ARE REQUESTING YOUR **OWN RECORD** OR IF YOU ARE A **PARENT** LISTED ON THE RECORD, PLEASE PROVIDE US WITH A PICTURE ID.

***PLEASE NOTE YOUR TELEPHONE NUMBER:** _____

THE FEE FOR A FULL CERTIFICATE IS \$15.00 PER COPY AND CHECK SHOULD BE PAYABLE TO THE "CITY OF NEW BEDFORD". PLEASE ENCLOSE A SELF ADDRESSED STAMPED ENVELOPE, OR CALL THE OFFICE WITH YOUR VISA OR MASTER CARD AND WE WILL MAIL IT OUT TO YOU ON THE SAME DAY (THE FEE FOR THIS PROCESS IS also \$15.00.) TO EXPEDITE YOUR REQUEST, PLEASE CALL THE OFFICE.

PLEASE CALL THE CITY CLERK'S OFFICE REGARDING ANY QUESTIONS YOU MAY HAVE AT 508-979-1450 BETWEEN THE HOURS OF 8:00 AM – 4:00 P.M., Monday – Thursday or Friday 8AM - 12PM or by **email at Elizabeth.Marques@newbedford.ma.gov**
