

## OBTAINING A COPY OF A BIRTH CERTIFICATE

You may obtain, by mail or online, a certified copy of a birth certificate from the City Clerk's Office.

The fee is \$15.00 per certificate requested.

- Order Online:
- Go to <https://www.somervillema.gov/departments/city-clerk>
  - Click on the button listed: ORDER VITAL RECORDS
  - Follow the instructions on the webpage.
  - Pay by credit card or electronic funds transfer.
  - The credit card processor charges a convenience fee.
  - Your payment is nonrefundable even if we don't have the record.

- Order by Mail:
- Make the check or money order payable to "City of Somerville."
  - We'll return your payment if we don't have the record.
  - DO NOT SEND CASH

For requests by mail, submit the following information:

<p>Name at birth _____ (first name and last name before marriage)</p> <p>Date of birth _____</p> <p>Your phone number (so we can contact you if necessary) _____</p> <p>Your email address (so we can contact you if necessary) _____</p> <p>If your parents weren't married at the time of your birth, include a photocopied photo ID.</p> <p>Include a self-addressed envelope and mail this form with the \$15.00 fee per certificate requested (check or money order) to: City Clerk's Office, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143.</p>
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