

OBTAINING A COPY OF A DEATH CERTIFICATE

You may obtain, by mail or online, a certified copy of a death 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:

The name of the deceased _____
The date of death _____
Your phone number (so we can contact you if necessary) _____
Your email address (so we can contact you if necessary) _____
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.