



Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4114

BIRTH CERTIFICATE REQUEST

ALL RECORDS ARE CERTIFIED COPIES WITH A RAISED SEAL

Please mail the completed form, along with a check or money order (made payable to The City of Melrose), City Clerk's Office, 562 Main Street, Melrose, MA 02176. You can also order the forms on-line at www.cityofmelrose.org

Requestor's Name: _____

Requestor's Email Address: _____

Requestor's Telephone: _____

Address where record should be mailed:

Street: _____

City: _____ **State:** _____ **Zip Code:** _____

Please note that an ID is usually not necessary, however, in certain circumstances it is required, i.e. if your parents were not married at the time of your birth. If that is the case, please enclose a copy of your photo id with your request.

NAME AT BIRTH:		
DATE OF BIRTH:		
CHECK or MONEY ORDER	AMOUNT PAID: \$	NUMBER OF COPIES (\$20 PER COPY):
MELROSE/ WAKEFIELD HOSPITAL BIRTH: _____		
MELROSE RESIDENT AT BIRTH: _____		
SIGNATURE:		

Vital records may also be obtained from:

The Commonwealth of MA
150 Mt. Vernon Street, 1st Floor, Dorchester, MA 02125-3105

