

**THIS APPLICATION IS TO BE USED FOR MAIL REQUESTS FOR BIRTHS OCCURRING IN
BOSTON ONLY**

**REGISTRY DIVISION
ROOM 213
1 CITY HALL SQUARE
BOSTON, MA. 02201
PLEASE PRINT**

FULL NAME OF
PERSON ON RECORD _____
First Name Middle Name Last Name

DATE OF BIRTH _____

PLACE OF BIRTH _____
Name of Hospital

FULL NAME
OF FATHER _____
First Name Middle Name Last Name

FULL MAIDEN NAME
OF MOTHER _____
First Name Middle Name Maiden Name

APPLICANT'S NAME _____

MAILING ADDRESS: _____

RELATIONSHIP TO PERSON WHOSE
CERTIFICATE IS REQUESTED _____

SIGNATURE OF APPLICANT DAYTIME PHONE

If the person was born out of wedlock, only those individuals named on the record may obtain them and a photocopy of your picture ID, such as your driver's license must be included with this request.

FEES FOR BIRTH CERTIFICATES:

- If obtained in person at City Hall, the fee is \$12.00 per copy
- If obtained through the mail the fee is \$15.00 per copy
- Additional copies ordered at the same time are \$12.00
- For records prior to 1870 there is an additional \$10.00 research fee per record.
- **There is a 3 to 4 week wait for mail requests.**

HOURS OF OPERATION:

Monday and Tuesday between 9:00 a.m. and 4:00 p.m.;

Thursday and Friday between 9:00 a.m. and 4:00 p.m.

Closed Wednesdays and Weekends.

Make check or money order payable to the City of Boston.

The Registry Division does not accept credit cards for payments.

Please Note:

If you need expedited service and have a major credit card you may also contact the Division of Vital Statistics at (617) 740-2600 or 740-2606. They have all Massachusetts records for the years 1911 through the present. Call them for fee information, as their fees are different than this office.