

City of Boston
Registry Division

REQUEST FOR A CERTIFIED COPY OF A BIRTH CERTIFICATE

WHAT TO INCLUDE WITH YOUR REQUEST:

- 1. Request: Completed Request Form including original ink signature.
- 2. Payment: Certificates cost \$14.00 per copy when ordered through the mail. Requests for records prior to 1870 require an additional \$10 research fee on a separate check, and this fee is not refundable.
Payment may be made in check or money order payable to "City of Boston."
- 3. ID: A photocopy of your Identification (Driver's License, State ID, Passport).
- 4. Return: Please include a self-addressed stamped envelope.

Print out this form and return/mail to:
Registry Division - Birth
One City Hall Square, Room 213
Boston, MA 02201

***Please Take Note of Restrictions and Special Circumstances**

Number of copies requested: _____

Full name of person on the record of birth:

First Middle Last
Date of Birth: _____
Month Day Year

Name of Hospital or location of birth: _____

Any additional notes including any other spellings of the name: _____

Parent 1 - Full Name including Maiden Name

First Middle Last / Maiden Name if applicable

Parent 2 - Full Name including Maiden Name

First Middle Last / Maiden Name if applicable

Person Requesting the Certificate: _____

Relationship of requester to subject(s) named on record: _____

Return Mailing Address: _____

Signature of Requester: _____

Daytime telephone number _____ - _____ - _____ Email: _____

***TAKE NOTE**

If a child's parents were not married at the time of the child's birth, then the record is restricted. ONLY those listed on the birth certificate can request a copy and identification is required to obtain the record.

_____ **Time of Birth Only:** If you are just requesting your "Time of Birth," you only need to enclose a \$10 research request fee instead of the certificate cost. Please note that not all years list time of birth.

If we do not have the record we will call and/or return the check in the self-addressed stamped envelope that you have included with your request.

The Registry Division is OPEN weekdays from 9AM-4PM except Holidays

Website: www.Boston.gov/Registry

Office Phone: 617-635-4175