

**City of Boston
Registry Division**

REQUEST FOR A CERTIFIED COPY OF A DEATH 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. Return: Please include a self-addressed stamped envelope.

Print out this form and return/mail to:
Registry Division - Death
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 death

First Middle Last / Maiden Name if applicable

Date of Death: _____ Age at Time of Death: _____
Month Day Year

Exact Location of Death:

Hospital, Nursing Home, etc. City or Town

**Address where they resided at the time of their death:* _____

**Spouses Name:* _____

**Parents' Name:* _____

**These items are not required, but will assist in finding the record being requested.*

Person Requesting the Certificate: _____

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

Return Mailing Address: _____

Signature of Requester: _____

Daytime telephone number _____ - _____ - _____ Email: _____

____ I do **not** want the Certified Copy of this death certificate if the Cause of Death is still Pending.

A record may be **pending** if the Medical Examiner conducted an autopsy and the final results may not have been determined right away. Sometimes insurance, banks, and others do not accept a Certified Copy of a death certificate if it is still pending.

***TAKE NOTE**

If you are sending multiple requests for birth, death, or marriage certificates please send individual requests.

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