

Certificate Request Form

⊖ Birth- \$15.00

*2nd copy and up, \$10 ea.

⊖ Death- \$10.00

*2nd copy and up, \$5 ea.

⊖ Marriage- \$15.00

*2nd copy and up, \$10 ea.

	Name(s) on Certificate	Date on Certificate	# of Copies
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Requestor Name _____

Address _____

Phone Number _____ Relationship to Above _____

Signature _____

* Reduced fee applies to additional copies of the same record ordered at the same time.

Include payment (check or money order, payable to Town of Concord), along with this form and a self-addressed, stamped envelope. Mail requests are filled on a first come, first served basis, and are generally mailed out of our office within 2 days. If the request is for a birth that occurred less than 4 weeks ago, then the request may take longer. Be sure to include a daytime phone number so that we may contact you in the event that we have questions, need further identification, or cannot locate the certificate. Some records have restricted access and may not be available. Mail all requests to:

Town Clerk
P.O. Box 535
Concord, MA 01742