**Town of Newry Vital Records Form**

**PH. 207-824-3123** **422 Bear River Rd., Newry, ME 04261 -Updated 12/11/2023**

**Please note that a request may take up to 24 hours to process.**

**Current Fees: $15.00 for the first certified copy and $6.00 for each additional copy.**

**Directions: Please complete the application, enclose a check or money order with the supporting documents for verification and a self-addressed stamped envelope to the address above. Applications that are incomplete or missing documents will not be released. Note: The office is prohibited from confirming, accepting or releasing vital records via email, fax or phone.**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ID Verification: (supply one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Passport\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If the form of ID listed above is unavailable, please send/present two of the following items listed, unless you are seeking a record as defined by Maine State Law: (\*Open records are not subject to this state requirement-see below)** Utility Bill, Bank Statement, Vehicle Registration, Signed Income Tax Return, Social Security Card, DD214, Dept. of Corrections ID, Personal Check, Previously issued Vital Record, Rental Agreement, Paycheck Stub, W-2 or SSA Disability Award Letter, Insurance Policy or Mortgage company statement.

**YOUR relationship to the person on the record: (check at least one)**

**\_\_\_\_\_Self \_\_\_\_\_Parent/Guardian \_\_\_\_\_Grandparent \_\_\_\_\_Child \_\_\_\_\_Spouse \_\_\_\_\_Sibling \_\_\_\_\_Other\***

**\_\_\_\_\_Parent-in-law \_\_\_\_\_Aunt/Uncle \_\_\_\_\_Niece/Nephew \_\_\_\_\_Government Agency \_\_\_\_\_Funeral Director**

**\****If other is selected, please explain relationship:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name(s) on record: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If Female, Maiden Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Groom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total # of documents requested: (Please select type to the right) \_\_\_\_\_\_\_\_ Birth Certificate (*Closed \*75 yrs.)***

**\_\_\_\_\_\_\_\_\_\_\_Certified Copies $15/$6 \_\_\_\_\_\_\_\_Marriage Certificate (*Closed \*50 yrs.)***

**Total Due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ Death Certificate (*Closed \*25 yrs.)***

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Town Office Staff use only- do not mark in this area**

**State ID Case# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # of Copies\_\_\_\_\_\_\_\_\_\_\_ Date Picked Up/Mailed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fee(s) Collected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ CK #: \_\_\_\_\_\_\_\_\_\_\_\_ Cash CC**

**Clerk\_\_\_\_\_\_\_\_\_\_\_\_\_ Cert# (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**