

**TOWN OF BARRE – OFFICE OF THE TOWN CLERK
VITAL RECORDS APPLICATION AND REQUEST FOR A
CERTIFIED COPY OF BIRTH, DEATH OR MARRIAGE RECORD**

PLEASE NOTE: Certain records may require proof of your identity (such as a drivers license, etc.) and although most applications are processed upon receipt (or shortly thereafter), a response may take up to 10 days. Also, this application is for a certified copy of birth, death or marriages that has already taken place. For example: this application is *not* to be used to apply for a MARRIAGE LICENSE, as those applications (also known as marriage intentions) must be filed in person at the Town Clerk’s Office with both parties to be married present and at minimum 3 days prior to date of wedding and is only valid for 60 days.

1.) NAME OF PERSON REQUESTING RECORD: _____

2.) RELATIONSHIP TO PERSON ON RECORD: _____

3.) ADDRESS OF PERSON REQUESTING RECORD:(PLEASE ALSO INCLUDE A MAILING ADDRESS IF DIFFERENT).

4.) PHONE NUMBER(S) AND TIMES YOU MAY BE REACHED SHOULD FURTHER INFORMATION BE NEEDED:

5.) IS THE RECORD YOU ARE REQUESTING A BIRTH, DEATH OR MARRIAGE RECORD? _____

6.) NAME(S) OF PERSON ON RECORD: _____
(IF REQUESTING BIRTH RECORD PLEASE LIST NAME AT TIME OF BIRTH)

7.) DATE OF BIRTH/DEATH/MARRIAGE: _____

8.) HOW DO YOU WISH TO RECEIVE RECORD? BY MAIL **OR** IN PERSON

DIRECTIONS FOR RETURNING APPLICATION

Return applications to the Town Clerk’s Office, 40 West Street, Box 418, Barre, MA 01005-0418. Be sure to also include the following:

- A check in the amount of \$10 per application, made payable to the “Town of Barre”.
- A self addressed stamped envelope so we may mail the records back to you.
- Double check to ensure your application is complete.

If picking the records up in person, please call before coming to ensure the records are ready for pick up. Office Hours are Tuesday thru Thursday from 9 – 4 or by appointment. The office is closed on State & Federal holidays.

For questions pertaining to this form contact Ellen Glidden, Town Clerk @ 978-355-2504 Ext. 5