

OBTAINING A COPY OF A BIRTH CERTIFICATE

You may obtain, by mail or online, a certified copy of a birth certificate from the City Clerk's Office.

The fee is \$15.00 per certificate requested.

- Order Online:
- Pay by credit card or electronic funds transfer.
 - Your payment is nonrefundable even if we don't have the record.
 - The credit card processor charges a convenience fee.
 - Go to <https://www.somervillema.gov/>, then "Payments", then "Get Vital Records".
- Order by Mail:
- Make the check or money order payable to "City of Somerville."
 - We'll return your payment if we don't have the record.
 - Don't send cash.

For requests by mail, submit the following information:

Name at birth _____ <small>(first name and last name before marriage)</small>
Date of birth _____
Your phone number <small>(so we can contact you if necessary)</small> _____
Your email address <small>(so we can contact you if necessary)</small> _____
If your parents weren't married at the time of your birth, include a photocopied photo ID.
Include a self-addressed envelope and mail this form with the \$15.00 fee per certificate requested (check or money order) to: City Clerk's Office, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143.