**OBTAINING A COPY OF A DEATH RECORD**

You may obtain, by mail or online, a certified copy of a death record from the City Clerk’s Office.

The fee is $15.00 per record 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/](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:

<table>
<thead>
<tr>
<th>The name of the deceased</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The date of death</td>
<td></td>
</tr>
<tr>
<td>Your phone number (so we can contact you if necessary)</td>
<td></td>
</tr>
<tr>
<td>Your email address (so we can contact you if necessary)</td>
<td></td>
</tr>
</tbody>
</table>

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.