

## **OBTAINING A COPY OF A DEATH RECORD**

You may obtain, in person or by mail, a death record from the City Clerk's Office at the following address:

City Clerk's Office  
Somerville City Hall  
93 Highland Avenue  
Somerville, MA 02143  
(617) 625-6600 x4100  
<http://www.somervillema.gov>

The City Clerk's Office provides copies of death records Monday-Wednesday, 8:30AM-4:00PM, Thursday 8:30AM-7:00PM, and Friday 8:30AM-12:00Noon.

The fee is \$15.00 for a death record. The City accepts checks or money orders only by mail, and checks, money orders or cash in person. Checks should be made payable to "City of Somerville."

For requests in person at the City Clerk's Office, bring the following information with you:

- the name of the deceased.
- the date of death.

For requests by mail, submit the following information:

The name of the deceased _____
The date of death _____
Your phone number (so we can contact you if necessary) _____
Include a self-addressed stamped envelope and mail this form with the \$15.00 fee (check or money order) to the address above.