

APPLICATION FOR A CERTIFIED COPY OF A VITAL RECORD

Berlin City Clerk
168 Main Street
Berlin, NH 03570
603-752-2340
sfortin@berlinnh.gov

REGISTRANT EVENT(S)

Birth Number of Copies (first copy issued at \$15.00; each additional copy \$10.00)
Name of Child
Father's/Parent's Full (Maiden) Name
Mother's/Parent's Full (Maiden) Name
Child's Sex
Child's Birthdate
Child's Birthplace

Death Number of Copies (first copy issued at \$15.00; each additional copy \$10.00)
Full Name of Deceased
Date of Death
Place of Death
Sex
Issued with/without cause of death

Marriage/Civil Union Number of Copies (first copy issued at \$15.00; each additional copy \$10.00)
Prior Full Name of Groom/Person A
Prior Full Name of Bride/Person B
Date of Marriage/Civil Union
Place of Marriage/Civil Union

Divorce/Civil Union Dissolution Number of Copies (first copy issued at \$15.00; each additional copy \$10.00)
Full Name of Husband/Person A
Full Name of Wife/Person B
Date of Decree
Place of Decree (County)

New Hampshire law (RSA 5-C:10) requires that a nonrefundable search fee be collected for each record requested. If the record is located and you meet eligibility requirements, you will be issued the requested number of certified copies of that record.

Applicant's Name: (FIRST) (MIDDLE) (LAST)

Applicant's Address: (ATTENTION INFORMATION/BUSINESS NAME) (STREET) (APT) (CITY/TOWN) (STATE) (COUNTRY) (ZIPCODE)

Applicant's Phone No.: (AREA CODE & NUMBER) Email:

Reason for Certificate Request:

Applicant's Signature: (ORIGINAL SIGNATURE IS REQUIRED) Your relationship as applicant to the Registrant:

NOTICE: Any person shall be guilty of a CLASS B Felony if he/she willfully and knowingly makes any false statement in an application for a certified copy of a vital record. (RSA 5-C:14)

PLEASE NOTE: A LEGIBLE PHOTOCOPY OF THE APPLICANT'S GOVERNMENT ISSUED PHOTO ID MUST BE INCLUDED WITH THIS REQUEST (i.e. driver's license, non-driver's ID, passport).

DO NOT SEND CASH. Please make checks payable to: City of Berlin

DID YOU.....

- * Sign the Application?
* Include a photocopy of Gov Issued ID?
* Enclose Payment?

If the application does not contain all required documents, it must be returned!