



City of Waltham City Clerk's Office

Mail Request for Vital Records: Births, Deaths & Marriages

Instructions:

- ✓ Complete form to Request Vital Record(s)
- ✓ Enclose a check/money order payable to the City of Waltham (\$10 per a certificate)
- ✓ Enclose a stamped self-addressed envelope
- ✓ Mail Request to City of Waltham City Clerk's Office, 610 Main Street Waltham, MA 02452

Mail requests are generally processed within two (2) business days of receipt of the request when accompanied by payment. If you are looking for a detailed/genealogy search, where you do not have the date of the occurrence, please contact the City Clerk's Office for instructions prior to completing this form. The fee for this type of search is \$15 per hour and may take up to two (2) weeks or more to complete the search.

Request 1

Type of Request (circle): BIRTH DEATH MARRIAGE

Name(s) at the time of occurrence: _____

Date of Occurrence: _____

Quantity: _____

Request 2

Type of Request (circle): BIRTH DEATH MARRIAGE

Name(s) at the time of occurrence: _____

Date of Occurrence: _____

Quantity: _____

Requestor Information

Name: _____

Address: _____

Phone: _____ Email: _____

Special Note: If the record is impounded, the record can only be released to the names listed on the record. Birth records can be impounded if parents were not married at the time birth. Marriage records can be impounded if it is missing parent information. If this is the case and your name is on the record, please have your signature notarized in order for us to release the record to you. For more information on impounded records, please review Massachusetts General Law – Chapter 46: Section 2A Disclosure of information about vital statistics; conditions.