

TOWN OF BOOTHBAY HARBOR, MAINE

APPLICATION FOR A CERTIFIED COPY OF A BIRTH RECORD

\$15.00 for first copy, \$6.00 for each additional copy of the same record purchased at the same time.

MUST INCLUDE A PHOTOCOPY OF GOVERNMENT ISSUED PHOTO I.D.

Make check payable to "Town of Boothbay Harbor"

Full Name on Birth Record: _____

City/Town of Birth _____ Date of Birth: _____

Father's Full Name: _____

Mother's Full Maiden Name: _____

Your Name: _____ Today's Date: _____

Your Complete Mailing Address: _____

Email: _____ Your Phone Number: _____

Your Relationship to the person on requested record: Self Parent Spouse Child
 Other _____

By signing below, I swear/affirm that the information above is true and correct.

Your Signature: _____ How many certified copies? _____

MAIL REQUEST TO: Town of Boothbay Harbor, 11 Howard Street, Boothbay Harbor, ME 04538

MUST INCLUDE A PHOTOCOPY OF A GOVERNMENT ISSUED PHOTO I.D.

****PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE****

Please note a 2.5% processing fee will be added to all debit & credit card purchases
A \$1.00 minimum fee will be charged for all debit and credit card transactions

Fax Number (207) 633-7712 If you are faxing your request please include the following:

Signature of cardholder _____

Name as it appears on the credit card _____

Credit Card # _____ Exp. Date _____

3-digit Security Code _____ Billing Zip Code _____

For Clerk's Use Only

Proof of Identity of applicant:

Applicant must provide one of these:

- Driver's License
- Government issued picture I.D.
- Passport

OR two of these:

- Utility bills
- DD 214
- Bank statements
- Hospital birth worksheet
- Vehicle registration
- License/rental agreement
- Income tax return / W2
- Pay stub
- Personal Check w/ address
- Voter Registration card
- A previously issued vital record or marriage license
- Disability award from SSA
- Medicare/Medicaid Insurance Card
- Letter from government agency requesting record (DHHS, WIC)
- School or Employee Photo I.D.
- Department of Corrections I.D. card
- Other (items that include the name, address and date of birth) : _____
- Social Security Card

In order to establish eligibility to acquire record:

- Related applicants must provide proof of lineage, plus I.D.
- Domestic Partners must provide proof of registration of domestic partnership, plus I.D.
- A spouse must provide proof of marriage, plus I.D.
- Attorneys must provide a signed, notarized release from family, plus I.D.
- Genealogists must provide a state-issued card, plus I.D.
- Government entities must provide written request of agency letterhead, plus I.D. of requestor

Do not retain copies of proof provided or note any specific numbers