

Town of Boothbay Harbor  
Vital Records Phone Policy

Municipal clerks are responsible for maintaining all birth, death, fetal death, and marriage records received for filing. These records are considered to be in the custody of the state registrar and are subject to the same requirements regarding *disclosure* as are records in the possession of the state registrar.

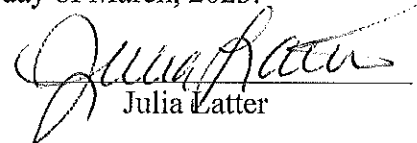
**Phone Verifications:**

It is the policy of the Town of Boothbay Harbor not to disclose any vital statistics data or information to any individual or organization verbally over the phone as per State Statute Title 22 §2706.

- Individuals requesting data or information contained in the annual town report should be referred to the municipality's website or a printed version of the annual report.
- Individuals requesting data or information from a public vital record should be encouraged to complete an application to obtain a non-certified copy of the vital record in question.
- Researchers engaged in genealogical research who hold a valid researcher identification card should be encouraged to complete an application to obtain a non-certified copy of the vital record in question.

Municipal clerks may use their own discretion if or when verifying a vital record is filed within their municipality. A municipal clerk must not disclose personally identifiable information contained in vital records or issue a copy of all or part of any such record unless the applicant is authorized to obtain such record for a proper purpose or is authorized to obtain such data.

Approved and signed by the Town Manager, Julia Latter, this 8<sup>th</sup> day of March, 2023.

  
Julia Latter