

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

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**\*\*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**