

OBTAINING A COPY OF A DEATH CERTIFICATE

Currently, the City Clerk's office is accepting requests for certified copies of death certificates through our **online portal, by mail, or dropped off (brass mail slot to left of front doors)**. The clerk's office will process and mail requests within one business day.

The fee is \$12.00 per certified copy.

For requests online, visit the following website:

<https://www.cityofnewburyport.com/payments>

For requests by **mail or dropped off**, submit the following:

- Name of decedent
 - Date of death
 - Contact phone number or email
 - Self-addressed, stamped envelope
 - \$12.00 fee per certified copy
- (The City accepts checks, money orders or cash. Checks should be made out to "City of Newburyport.")

Mailing address:

Newburyport City Clerk's Office

PO Box 550

60 Pleasant Street

Newburyport MA 01950