

## **OBTAINING A COPY OF A MARRIAGE CERTIFICATE**

You may obtain, in person or by mail, a marriage certificate from the City Clerk's Office at the following address:

City Clerk's Office  
Newburyport City Hall  
PO Box 550  
60 Pleasant Street  
Newburyport, MA 01950  
978.465.4407

The City Clerk's Office provides copies of marriage certificates during the following times:

Monday-Wednesday, 8:00 AM - 4:00 PM, Thursday 8:00 AM-8:00 PM, and Friday 8:00 AM - 12:00 PM (noon).

Generally, a certified copy can be obtained in approximately 15 minutes.

The fee is \$10.00 in person and \$12.00 by mail. The City accepts checks, money orders or cash. Checks should be made payable to "City of Newburyport."

For requests in person at the City Clerk's Office, bring the following information with you:

- the name at marriage
- the date of marriage

For requests by mail, submit the following information:

- the name at marriage
- the date of marriage
- Include a self-addressed stamped envelope and mail this form with the appropriate fee (check or money order) to the address above.