

OBTAINING A COPY OF A BIRTH CERTIFICATE

You may obtain, in person or by mail, a birth 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 birth certificates

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 birth (married women should give their maiden name).
- the date of birth.
- the parents' names.
- an original or photocopied photo ID if the parents weren't married at the time of the birth.

For requests by mail, submit the following information:

- Your name at birth (married women should give their maiden name).
- Your date of birth
- Your parents' names
- Your phone number (so we can contact you if necessary)
- If your parents weren't married at the time of your birth, include a photocopied photo ID.
- Include a self-addressed stamped envelope and mail this form with the appropriate fee (check or money order) to the address above.