

OBTAINING A COPY OF A DEATH CERTIFICATE

You may obtain, in person or by mail, a death 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 death 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 death
- the date of death

For requests by mail, submit the following information:

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