

## OBTAINING A COPY OF A BIRTH CERTIFICATE

Currently, the City Clerk's office is accepting requests for certified copies of birth 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 at birth
  - Date of birth
  - Parents' names
  - Contact phone number or email
  - Photo ID if parent's were not married at the time of birth
  - 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