



23 WATER STREET
NEWPORT, MAINE 04953

TOWN OFFICE: 368-4410
www.newportmaine.net

Application for a Search and Certified Copy of a Vital Record

Non-Refundable Fees: \$15.00 for certified copy, \$6.00 for additional copies of same record,
\$10.00 for non-certified (not a legal copy)

Applicant: Please fill in the information in the appropriate box for the requested record, the reason for requesting the record, and the name and address for mailing the certified copy. Enclose a check or money order payable to Town of Newport, and mail application to the address above:

Birth Record	Full Name of Child
	Date of Birth
	Place of Birth
	Parent's Full Name
	Parent's Full Name
Death Record	Full Name of Decedent
	Date of Death
	Place of Death
Marriage Record	Full Name of Groom/Spouse
	Full Maiden Name of Bride/Spouse
	Date of Marriage
	Place of Marriage

Please include a copy of a government issued ID and proof of relationship to the record requested or proof of a direct and legitimate interest in the record. Please see our pamphlet regarding Direct and Legitimate Interest - Accessing Closed Records in Maine.

Phone and online orders for Vital Records may also be placed through VITALCHEK, using a credit card, at the toll free number 1-877-523-2659 or over the Internet at www.vitalchek.com.

Applicant's signature: _____

Applicant's address: _____

Phone number: _____ Email: _____

Date: _____

For Office Use Only:

Proof of Identity of Applicant:

Applicant must provide one of these:

- Driver's License
- Passport
- Government issued picture I.D.

OR two of these:

- Utility bills
- Bank statements
- Vehicle Registration
- Income tax return
- Personal check w/address
- A previously issued vital record
- Letter from government agency requesting record (DHHS, WIC)
- Department of Corrections I.D. card
- Social Security Card
- DD 214
- Hospital; birth worksheet
- License/rental agreement
- Pay stub
- W-2
- Voter registration card
- Disability award from SSA

Establishing eligibility to acquire record:

- Related applicants must provide proof of lineage
- Domestic Partners must provide proof of registration of domestic partnership
- Attorneys must provide a signed, notarized release from family
- Genealogists must provide a state-issued card
- Do not retain copies of proof provided or note any specific numbers**