

Note: For on-line birth certificate requests, please go to salem.com/paybills. Scroll down and you'll find a link to ordering certified long-form copies of birth certificates which will be mailed to the address provided.



CITY OF SALEM, MA

MAIL-IN BIRTH RECORD REQUEST

The City of Salem only issues certified long-form copies of birth certificates of individuals born in Salem, Massachusetts and, in many cases, for those whose parents who resided in Salem at the time of the child's birth. If you are not certain if your record is on file with the City, please call the City Clerk's Office at 978-619-5611.

Each Certified Copy Requested: \$10.00

No. of Copies Requested: _____

Name at Birth:	
Date of Birth:	
Place of Birth:	
Mother's Name:	
Father's Name:	
Daytime Phone Number:	
E-mail Address:	

Please Send in the Following with Your Request

Payment

Please enclosed a check or money order made payable to the City of Salem. Each copy requested is \$10.

Self-Addressed Stamped Envelope

Please enclose a self-addressed stamped envelope with your request. This will speed up the arrival of the requested record(s).

Photo Identification (if required)

Some birth records are restricted. If the parents were not married at the time of the child's birth, photo identification is required per MGL Chapter 46, Section 2A. If this applies to the record requested, please enclose a copy of your current photo ID such as a driver's license or state ID.

For URGENT REQUESTS

If the record requested is needed urgently we recommend that you send this request (including payment and ID-if needed) by overnight mail and enclose a pre-paid, self-addressed overnight envelope. We also suggest that you call our office to let us know of the urgent request.

Genealogy Requests

We recommend that you call our office first to confirm whether we have the record on file. Please have the information on hand, such as birth name, date of birth, and place of birth before calling the City Clerk's Office at 978-745-9595, Ext. 41200 for assistance.