

Birth Certificate

Name on birth record: (first-middle-last)

Date of Birth: _____

How many copies? _____

Parents Names: (mother's maiden)

Applicant Name:

Applicant Address: (street and mailing)

Phone #: _____

Indicate your Relationship to the person on requested record below:

- Self
- Spouse
- Registered Domestic Partner
- Parent
- Guardian
- Descendant _____
- Attorney of person on record
- Genealogist ID # _____

By signing below, I swear/affirm that the information above is true and correct.

Applicant Signature:

Today's Date: _____

\$15 for 1st copy, \$6 for each additional copy

Staff use: proof of identity provided by 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
- Other _____

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

Proof of identity and Payment must be included with all requests.

Payment:

\$15 for the first copy of each individual record, \$6 for each additional copy of same record acquired in this request. **IF REQUESTING BY MAIL, A SELF-ADDRESSED STAMPED ENVELOPE MUST BE INCLUDED AT TIME OF REQUEST! Money Orders only accepted through the mail.**

***Town of Old Orchard Beach
Town Clerk's Office
1 Portland Avenue
Old Orchard Beach, ME 04064***

Phone 207-934-4042

Office Hours: Monday-Friday 8 a.m. to 4 p.m.
Tuesday 8 a.m. to 6 p.m.

We do not retain copies of proof of identity provided or note any specific numbers after request is completed.

