

Revised 12/29/2012

**TOWN OF CAPE ELIZABETH
TOWN CLERK'S OFFICE
P.O. BOX 6260
CAPE ELIZABETH, MAINE 04107
(207) 799-7665**

REQUEST FOR COPY OF VITAL RECORD(S)

FEES: \$15.00 for one certified copy, \$6 for each additional of the same record, requested at the same time. Please fill out the appropriate section for the record you are requesting along with the bottom portion of the form with your name, address, signature and number of copies requested. Cash or checks payable to the TOWN OF CAPE ELIZABETH are accepted.

BIRTH RECORD

FULL NAME OF CHILD _____
DATE OF BIRTH _____
PLACE OF BIRTH _____
PARENT/FATHER/MOTHER(MAIDEN) _____
PARENT/FATHER/MOTHER(MAIDEN) _____

DEATH RECORD

FULL NAME OF DECEDENT _____
DATE OF DEATH _____
PLACE OF DEATH _____

MARRIAGE RECORD

FULL NAME OF GROOM/BRIDE(MAIDEN)/SPOUSE _____
FULL NAME OF GROOM/BRIDE(MAIDEN)/SPOUSE _____
DATE OF MARRIAGE _____

NUMBER OF COPIES _____ AMOUNT ENCLOSED \$ _____

Name _____

Address _____

Telephone _____

Those requesting copies, in person or by mail, of vital records less than 100 years ago need to provide documentation establishing their right to the documents and verifying their identity. Along with the application, positive identification is required, including, but not limited to, driver's license, passport or other government issued picture identification.

CAUSE OF DEATH

Confidential information on the death certificate, including cause of death, is available only to persons who have a direct legitimate interest in the matter record. If you are requesting such information, please complete the following questions, read the certification statement and sign and print your name.

Are you related to the decedent? YES NO

If yes, how? _____

If no, on what basis do you represent decedent?

__ Funeral director, attorney or physician?

__ Other agent authorized in writing by the decedent's immediate family or descendants thereof. A written statement of proof will be required with request.

I hereby certify that I am the applicant named above and that I request a certified copy of the death record including the confidential medical information on the cause of death for the above named decedent, in accordance with 22 MRSA §2706 and 10-146 CMR Ch. 7 and 8. I understand that penalties are prescribed by law for misrepresentation on the application.

SIGNATURE _____

PRINT NAME _____