

**TOWN OF OAKHAM-OFFICE OF THE TOWN CLERK
VITAL RECORDS APPLICATION AND REQUEST FOR A
CERTIFIED COPY OF BIRTH, DEATH OR MARRIAGE RECORD**

PLEASE NOTE: Certain records may require proof of your identity (such as a drivers license, etc.) and although most applications are processed upon receipt (or shortly thereafter), a response may take up to 10 days. Also, this application is for a certified copy of birth, death or marriages that has already taken place. For example: this application is *not* to be used to apply for a MARRIAGE LICENSE, as those applications (also known as marriage intentions) must be filed in person at the Town Clerk's Office with both parties to be married present and at minimum 3 days prior to date of wedding and is only valid for 60 days.

1. NAME OF PERSON YOUR REQUESTING A RECORD: _____
2. NAME OF PERSON REQUESTING THE RECORD: _____
3. RELATIONSHIP TO PERSON ON RECORD: _____
4. ADDRESS OF PERSON REQUESTIONG RECORD(PLEASE ALSO INCLUDE A MAILING ADDRESS IF DIFFEENT) _____

5. PHONE NUMBER(S) AND TIMES YOU MAY BE REACHED SHOULD FURTHER INFORMATION BE NEEDED: _____
6. IS THE RECORD YOU ARE REQUESTING A BIRTH, DEATH OR MARRIAGE RECORD? _____
7. NAME(S) OF PERSON ON RECORD: _____
(IF REQUESTING BIRTH RECORD PLEASE LIST NAME AT TIME OF BIRTH)
8. DATE OF BIRTH/DEATH/MARRIAGE: _____
9. HOW DO YOU WISH TO RECEIVE RECORD? BY MAIL **OR** IN PERSON
(PLEASE CIRCLE ONE)

DIRECTIONS FOR REUTRING APPLICATION

Return applications to the Town Clerk's Office, 2 Coldbrook Rd. Unit 4, Oakham, MA 01068

Be sure to also include the following:

- A check in the amount of \$10 per application, made payable to the "Town of Oakham".
- A self addressed stamped envelope so we may mail the records back to you.
- Please double check to make sure your application is complete.

If picking the records up in person, please call before coming to ensure the records are ready for pick-up. Office Hours are Mondays from 6:00 p.m. to 7:30 p.m. and Fridays 10:00 a.m. to Noon or by appointment.

For questions pertaining to this form please contact the Town Clerk @508-882-5549 ext. 04
townclerk@oakham-ma.gov