Birth Certificate Request Form

CITY USE ONLY: REG. NO. _____________

Please print out this form and return to:

Springfield City Clerk
City Hall, Room 123 - 8:30 am to 4:00 pm
36 Court Street
Springfield, MA 01103-1683

Requests submitted through the mail, will be processed on the date they are received.

Full name of person on the record of birth
____________________________________________________________________________
First                            Middle                           Last
Date of Birth
____________________________________________________________________________
Month                         Day                               Year
Full Maiden Name of the Mother
____________________________________________________________________________
First                             Middle                          Last
Full Name of the Father
____________________________________________________________________________
First                            Middle                           Last
Signature of Requester
_____________________________________________________________________________
Daytime telephone number
____________________________________________________________________________
Area code                   number
Return Mailing Address
___________________________________________________________________________
___________________________________________________________________________

* Payment may be made in a money order or certified bank check. **Do not send cash.**
* Personal account checks are **not accepted**.
* Certified copies cost **$20.00**; please enclose a self-addressed stamped envelope for each transaction through the mail.
* Make money order or certified bank check payable to "City of Springfield"
* **NOTE**: Some records are restricted or impounded and access maybe denied. Please enclose a copy of your driver's license.

By Internet

The City of Springfield does not accept credit cards or online orders; however, for your convenience, you can process online requests through an independent company that we have partnered with to provide you this service; VitalChek Network, Inc. VitalChek can be reached through its website, www.vitalchek.com. An additional fee is charged by VitalChek for using this service, and all major credit cards are accepted, including American Express®, Discover®, MasterCard® or Visa®.