



Town of Burlington
29 Center Street
Burlington, MA 01803

Phone (781)270-1660
FAX (781)238-4692

Office of the Town Clerk - Passport Acceptance Agent

clerk@burlmass.org

MAIL-IN REQUEST FOR BIRTH RECORD

This office maintains birth records from 1799 through the present date. Certified copies of birth records are available from the community where the birth occurred, where both parents (married) lived at the time of the birth (if in Massachusetts), and at the State Department of Vital Statistics.

If you are certain that the birth record is on file in this office, you may order a copy by printing this form, completing with as much detail as is available and mailing to the address above along with a check or money order made payable to the "Town of Burlington". Certified copies of long form birth records are \$15 each copy.

If you are not sure that the record is on file in Burlington, you may call us at 781-270-1660 to confirm.

Some records may be restricted, for example, the parents were not married at the time of the birth or the father is not named on the record. **Only those listed on these records are entitled to obtain a certified copy.** You would have to provide a copy of a photo identification issued by a government agency (i.e. valid driver's license).

Certified copies of the records may also be obtained at the Town Clerk's Department or charged [on-line](#). Your mail-in request will be processed the day it is received.

Name of Child: _____

Date of Birth: _____

Father: _____

Mother: _____

Number of Copies @ \$15 each: _____

Your Name: _____

Address: _____

City/State/Zip: _____

Signature: _____

(Required for Restricted Records – include copy of driver's license)

Phone or Email: _____