

VITAL RECORDS

How to request a Certified Copy of a Birth, Death or Marriage Record

Copies of vital records will be given to:

- ▶ The individual to whom the record belongs or to immediate family members. Immediate family members include: Mother, Father, Brother, Sister, Step Parent, Grandparent, Foster Parent, Aunt or Uncle.
- ▶ Access to vital records can also be given to an individual who has a direct and tangible interest as defined by New Hampshire Code of Administrative Rules He-P7009.01 (per RSA 541-A).

Requesting Certified copies in person:

- ▶ Obtain copies of birth, death and marriage records from the Office of the City Clerk during normal office hours.
- ▶ For births, deaths and marriages occurring in New Hampshire from 1992 to present, records may be obtained at any City/Town office in New Hampshire.
- ▶ For births, deaths and marriages occurring prior to 1992, records would need to be obtained at the City/town office where the event occurred. (Note: in the case of marriage records - they are maintained in the town/city where the license was issued, not where the marriage took place.)
- ▶ The charge for a record search is \$12.00, whether a record is found or not. If a record is found, this fee covers the issuance of one certified copy of the record. Additional copies ordered at the same time for the same record are \$8.00 each.
- ▶ Photo ID for the person making the request is required.

Requesting Certified copies through the mail:

For vital records requested through the mail, payment must be made by certified cashier's check or money order made out to the "City of Lebanon" (personal checks are not accepted). Requests should be mailed to: Office of the City Clerk, 51 North Park Street, Lebanon, NH 03766

The following information must be provided:

Birth Certificates

Require the child's name at birth, date of birth, father's name, mother's maiden name, relationship of the person requesting the certificate, purpose for which the certificate is requested and requester's signature . You must also include a copy of photo ID for the person making the request.

Marriage Certificates

Require the Groom's name, Bride's name, date of

marriage, relationship of person requesting the certificate, purpose for which the certificate is requested and requester's signature. You must also include a copy of photo ID for the person making the request.

Death Certificates

Require Decedent's name, date of death, relationship of the person requesting the certificate, purpose for which certificate is requested and requester's signature. You must also include a copy of photo ID for the person making the request.