

TOWN OF SOUTHAMPTON  
OFFICE OF THE TOWN CLERK  
210 College Hwy Suite 2  
Southampton, MA 01073  
Phone: (413) 527-8392  
[townclerk@townofsouthampton.org](mailto:townclerk@townofsouthampton.org)

### MAIL IN REQUEST FOR CERTIFIED VITAL RECORDS

- \*Please enclose this request form completed in full.
- \*Please enclose payment (if a check or money order, make payable to the Town of Southampton)
- \*Please enclose a self-addressed stamped envelope to have the certified copy(s) mailed back to you.
- \*Please note, for **BIRTH** and **MARRIAGE** Certificates, if the parents were not married at the time of birth of a child, or a father was not listed, the record is only available to those persons listed on the birth/marriage certificate after proof of identification. Mail in requests for these records should include a photocopy of a valid driver's license or similar identification.

Type of Record:

- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Death Certificate
- \_\_\_\_\_ Marriage Certificate

Name of Individual(s): \_\_\_\_\_  
(Both individuals' names will be needed for marriage certificate request)

Date of Event: \_\_\_\_\_

Number of copies requested: \_\_\_\_\_ (\$10 per copy)

Name of Person Requesting Record: \_\_\_\_\_

Relationship to person listed on record requested \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

Mail to: Town Clerk  
Town of Southampton  
210 College Hwy Suite 2  
Southampton, MA 01073