



# Request for Birth Certificate Form

## City of Lynn

Lynn City Hall

3 City Hall Square, Room 201

Lynn, MA 01901

781-586-6725 ~~ Fax 781-477-7032

**FEE:** All certified copies are **\$15.00**

Name of Individual at Birth: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Parents \_\_\_\_\_

Number of copies requested: \_\_\_\_\_

**Please allow 10 to 14  
days for request for mail.**

\*Please send the following items with your request:

- Self-addressed stamped envelope
- Check or Money Order payable to City of Lynn for exact amount (\$15.00 per copy)
- Copy of Photo Identification required for children born out of wedlock (See Chapter 46 S 2A below)

### **EXPEDITED REQUESTS:**

**BY PHONE:** We also offer same-day regular mailing of certificates by CREDIT/DEBIT CARD. The fee is \$25.00 for the first copy, then \$10.00 for each additional copy. Please call us with your request and card information and we will send out your certificate the same day.

**OVERNIGHT MAIL SERVICE:** The certificate can be sent through the U.S. Mail for an additional \$28.00 (anywhere in the United States). If out of country, please call and we will find out the cost by U.S. Mail.

**NOTE: Ch. 46 S 2A – Disclosure of information about vital statistics; conditions.** Examination of records and returns of children born out of wedlock or abnormal sex births, or fetal deaths, or of the notices of intention of marriage and marriage records in cases where a physician's certificate has been filed under the provisions of section twenty A of chapter two hundred and seven, or those of persons born out of wedlock, or of copies of such records in the department of public health, shall not be permitted except upon proper judicial order, or upon request of a person seeking his or her own birth or marriage record, or his/her attorney, parent, guardian or conservator, or a person whose official duties, in the opinion of the city clerk or the commissioner of public health, as the case may be, entitle him or her to information contained therein, nor shall certified copies thereof be furnished except upon such order, or the request of such person. The provisions of this section shall not apply to such records, returns, or notices recorded or filed prior to January first, eighteen hundred and forty-one or to such copies thereof.