



Ashley E. Melnik
City Clerk

Office of the City Clerk

HOW TO REQUEST A CERTIFIED COPY OF A BIRTH CERTIFICATE

You may obtain a vital record online, in-person, or by mail.
The fee is \$10.00 (ten dollars) per certified copy.

1. TO ORDER ONLINE:

- Pay by credit card or electronic funds transfer.
- Your payment is nonrefundable if the City does not have the record on file.
- The credit card processor charges a convenience fee.
- Please click [HERE](#)

2. TO ORDER IN-PERSON PLEASE COME TO:

Office of the City Clerk
Revere City Hall
281 Broadway
Revere, MA 02151

Hours: Monday through Thursday, 8:15AM – 5:00PM
Friday, 8:15AM – 12:15PM

3. TO ORDER BY MAIL:

- Make the check or money order payable to the "City of Revere"
- Your payment will be returned if the City does not have the record on file.
- Do not send cash.

TO ORDER BY MAIL PLEASE SUBMIT THE FOLLOWING INFORMATION

FULL NAME: _____

DATE OF BIRTH: _____

PARENTS' NAMES: _____

PHONE # (so we may contact you if necessary): _____

*****If parents were not married at the time of your birth, include a photocopy of a valid picture ID.*****

Include a self-addressed stamped envelope and mail this form along with a \$10.00 check or money order to the address above.