



**Ashley E. Melnik**

City Clerk

Office of the City Clerk

## HOW TO REQUEST A CERTIFIED COPY OF A BIRTH CERTIFICATE

You may obtain a birth certificate 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:

- Pay by credit card, cash, check, or money order.
- Office of the City Clerk  
Revere City Hall  
281 Broadway  
Revere, MA 02151
- Hours: Monday – Thursday, 8:15am – 5:00pm  
Friday, 8:15 a.m. – 12:15 p.m.

### 3. TO ORDER BY MAIL:

- Pay by check or money order made 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

Name at birth: \_\_\_\_\_

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.