

# Birth Certificate Request Form

CITY USE ONLY: REG. NO. \_\_\_\_\_

Please print out this form and return to:

Springfield City Clerk  
City Hall, Room 123 - 8:30 am to 4:00 pm  
36 Court Street  
Springfield, MA 01103-1683

**Requests submitted through the mail, will be processed on the date they are received.**

Full name of person on the record of birth

\_\_\_\_\_  
First Middle Last  
Date of Birth

\_\_\_\_\_  
Month Day Year  
Full Maiden Name of the Mother

\_\_\_\_\_  
First Middle Last  
Full Name of the Father

\_\_\_\_\_  
First Middle Last

Signature of Requester

\_\_\_\_\_  
Daytime telephone number

\_\_\_\_\_  
Area code number  
Return Mailing Address

\_\_\_\_\_  
\_\_\_\_\_

- \* Payment may be made in a money order or certified bank check. **Do not send cash.**
- \* Personal account checks are **not accepted.**
- \* Certified copies cost **\$20.00**; please enclose a self-addressed stamped envelope for each transaction through the mail.
- \* Make money order or certified bank check payable to "**City of Springfield**"
- \* **NOTE:** Some records are restricted or impounded and access may be denied. Please enclose a copy of your driver's license.

## **By Internet**

The City of Springfield does not accept credit cards or online orders; however, for your convenience, you can process online requests through an independent company that we have partnered with to provide you this service; VitalChek Network, Inc. VitalChek can be reached through its website, [www.vitalchek.com](http://www.vitalchek.com). An additional fee is charged by VitalChek for using this service, and all major credit cards are accepted, including American Express®, Discover®, MasterCard® or Visa®.