

City of Northampton, Massachusetts  
**BIRTH CERTIFICATE REQUEST FORM**

***You must submit the following with this form:***

1. A photocopy of your valid State ID, Federal ID, or school ID.
2. Payment of \$15 per copy **CASH or MONEY ORDER ONLY** (We DO NOT accept personal checks. Money Orders should be made out to "City of Northampton")
3. A self-addressed & stamped envelope for us to send your record back to you.

*Mail to:* Northampton City Clerk  
City Hall, Room 4  
210 Main Street  
Northampton, MA 01060

*Requests submitted through the mail will be processed on the date they are received. Please note certain records are restricted to only parties listed on the record and will require photo identification.*

**Information of person on the record of birth:**

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First	Middle	Last
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Date of Birth

**Information of parents on record (please provide if available):**

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Full Maiden Name of Mother (First, Middle, Last)

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Full Name of Father, Second Parent or Co-Parent (First, Middle, Last)

**Requestor's Information:**

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Phone Number	Email address
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Signature of Requester (WRITTEN - NOT TYPED)	Relationship to Name on Record (ex: Self, Parent, Sibling)
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**Mailing Address:**

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