

**Haverhill City Clerk – Mail-in Request Form for Birth Certificate**

Please print out this form, fill it in and return to:

**Haverhill City Clerk  
Room 118, 4 Summer Street  
Haverhill, MA 01830**

Requests submitted through the mail are processed soon after 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:***

- 
- Acceptable forms of payment are cash (in office only), money order or certified bank check, payable to "City of Haverhill"
  - Certified copies cost \$15.00 each when transacted through the mail
  - Certified copies cost \$10.00 each when transacted at the City Clerk's Office
  - For a restricted record, include copy of picture identification