

The City of Revere, Massachusetts



City Hall

281 Broadway
Revere, MA 02151
(781) 286-8160
(781) 286-8206 FAX

Ashley E. Melnik
City Clerk

Office of the City Clerk

OBTAINING A CERTIFIED COPY OF A BIRTH CERTIFICATE

You may obtain, in person or by mail, a certified copy of a birth certificate from the Office of the City Clerk at the following address:

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

Hours of operation of the Office of the City Clerk are as follows:

Monday – Thursday 8:15 a.m. – 5:00 p.m.
Friday 8:15 a.m. – 12:15 p.m.

The fee is ten (\$10.00) dollars. The Office of the City Clerk will accept either check or money order by mail, and check, money order, or cash in person. Checks and money orders should be made payable to the "City of Revere."

For requests in person at the Office of the City Clerk, bring the following information with you:

- the name at birth (married women shall provide their maiden name)
- the date of birth
- the parents' names
- valid picture ID if the parents were not married at the time of the birth

For requests by mail, 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 the 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.