

Your request for a vital certificate will be processed within 10 days of receipt of request.



Joseph H. Kaplan
 Uxbridge Town Clerk
 21 S. Main Street
 Uxbridge, MA 01569
 Tel. 508-278-3156 Fax. 508-278-3154

Vital Records – Public Requests Form for use in Fiscal Year 2009

Records on file will be available in the Town Clerk’s Office **10 days** after receipt of request with payment. If the records do not exist in our office, we will inform you within **10 days of receipt of request**. Records held over 60 days will be destroyed with no refund.

Birth Certificates - \$10 each certified copy TO BE PROCESSED WITHIN 10 DAYS OF RECEIPT

Birth Name	Date of Birth	# requested	Total Cost

Death Certificates - \$10 each certified copy TO BE PROCESSED WITHIN 10 DAYS OF RECEIPT

Name of Deceased	Date of Death	# requested	Total Cost

Marriage Certificates - \$10 each certified copy TO BE PROCESSED WITHIN 10 DAYS OF RECEIPT

Original Names of Couple	Marriage Date	# requested	Total Cost

Total # of certificates requested: _____ Date of request: _____ Total Cost: _____

YOUR REQUEST WILL BE PROCESSED WITHIN 10 DAYS OF RECEIPT

If you are mailing your request, include a self-addressed, self-stamped envelope and a check made payable to The Town of Uxbridge, at \$10 per certified copy requested.

If you are making your request in person, you must make your check payable to the Town of Uxbridge at the time of request.

Name of Requestor: _____
 Address of Requestor: _____
 Phone Number of Requestor: _____
 Email Address of Requestor: _____