

Town of Watertown

Town Clerk's Office

Mail Request for Vital Records: Births, Deaths & Marriages

Instructions:

- Complete form to Request Vital Record(s)
- Enclose a check/money order payable to the Town of Watertown (\$10 per a certificate)
- Enclose a stamped self-addressed envelope
- Mail Request to Town of Watertown 149 Main Street Watertown MA 02472

Mail requests are generally processed within two (2) business days of receipt of the request when accompanied by payment.

Request 1

Type of Request : BIRTH DEATH MARRIAGE

Name(s) at the time of occurrence: _____

Date of Occurrence: _____

Quantity: _____

Request 2

Type of Request : BIRTH DEATH MARRIAGE

Name(s) at the time of occurrence: _____

Date of Occurrence: _____

Quantity: _____

Requestor Information

Name: _____

Address: _____

Phone: _____ Email: _____

Special Note: If the record is impounded, the record can only be released to the names listed on the record. Birth records can be impounded if parents were not married at the time birth. Marriage records can be impounded if it is missing parent information. If this is the case and your name is on the record, please have your signature notarized in order for us to release the record to you. For more information on impounded records, please review Massachusetts General Law – Chapter 46: Section 2A Disclosure of information about vital statistics; conditions.