

# **Birth Certificate**

Name on Birth Record: (First-Middle-Last)

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

How Many Copies? \_\_\_\_\_

Fathers full name: \_\_\_\_\_

Mothers Full name (maiden): \_\_\_\_\_

\_\_\_\_\_

Applicant Name:

\_\_\_\_\_

Applicant Address: (Street and Mailing)

\_\_\_\_\_

Phone #: \_\_\_\_\_

Indicate your Relationship to the person on requested record below:

- Self/Spouse
- Parent
- Guardian
- Descendant
- Attorney of person on record
- Genealogist ID # \_\_\_\_\_
- Other \_\_\_\_\_

*By signing below, I swear/affirm that the information above is true and correct.*

Applicant Signature:

\_\_\_\_\_

Today's Date: \_\_\_\_\_

**\$15 for 1<sup>st</sup> copy, \$6 for each additional copy**

## ***Proof of Identity of Applicant:***

### **Applicant must provide one of these:**

- Driver's License
- Passport
- Government issued picture I.D.

### **OR two of these:**

- Utility bills
- Bank statements
- Vehicle registration
- Income tax return
- Personal Check w/ address
- A previously issued vital record
- Letter from government agency requesting record (DHHS, WIC)
- Department of Corrections I.D. card
- Social Security Card
- DD 214
- Hospital; birth worksheet
- License/rental agreement
- Pay stub
- W-2
- Voter Registration card
- Disability award from SSA
- Other \_\_\_\_\_

### **Establishing eligibility to acquire record:**

- Related applicants must provide proof of lineage.
- Domestic Partners must provide proof of registration of domestic partnership
- Attorneys must provide a signed, notarized release from family
- Genealogists must provide a state-issued card
- Do not retain copies of proof provided or note any specific numbers

## **Proof of identity and Payment must be included with all requests.**

### **Payment:**

\$15 for the first copy of each individual record, \$6 for each additional copy of same record gotten in this request. **IF REQUESTING BY MAIL, A SELF-ADDRESSED STAMPED ENVELOPE MUST BE INCLUDED AT TIME OF REQUEST.**

***City of Auburn  
City Clerk's Office  
60 Court Street  
Auburn, Maine 04210***

***Phone 207-333-6601 x 1121  
Fax 207-333-6623***

**Office Hours:**

**Monday – Friday      8:30am to 4:00pm**

**We do not retain copies of proof of identity provided or note any specific numbers after request is completed.**