

City of Gardiner

PH. 207-582-4200

Vital Records Form

-Updated June 2021

Please note that a request may take up to 24 hours to process a request. EDRS requests will be subject to State processing time limits

Current Fees: \$ 15.00 for the first certified copy and just \$6.00 for each additional copy of the record.

\$ 6.00 for a non-certified (non-legal) or genealogy copy.

Searching for a genealogy record may result in additional search fees, if the date of occurrence is unknown by applicant.

Request Directions: Please fill out the application below and enclose a check or money order (*made out to the City of Gardiner*) with copies of supporting documents listed below. Be sure to include a self-addressed, stamped envelope and mail to the address above. **Please Note: The Office is prohibited from confirming or accepting vital record requests (s) via fax, email or by phone. Processed record(s) may not be faxed or emailed for any purpose.**

Type of document requested: (Please select type to the far right and list number below) _____ Birth Certificate (Closed *75 yrs.)

_____ Certified Copy \$15.00	_____ Non-Certified \$6.00	_____ Marriage Certificate (Closed *50 yrs.)
_____ Additional Copies \$ 6.00	TOTAL DUE: _____	_____ Death Certificate (Closed *25 yrs.)

Name(s) on the record: _____ Date of Event: _____

If Female, Maiden Name: _____ Groom's/Applicant #1: _____

Applicant's relationship to the person(s) on the record: (check at least one)

_____ Self _____ Parent/guardian _____ Grandparent _____ Child _____ Spouse _____ Sibling _____ Other*
_____ Parent in-law _____ Aunt/uncle _____ Niece/nephew _____ Gov't Agency _____ Funeral Director

*If other is selected, please explain relationship: _____

By checking this box, I attest that I furnished documents verifying a relationship to the record(s) requested or meet the State's guidelines for establishing a Direct and Legitimate Interest.

Applicant's Name: _____ Telephone: _____ Date: _____

Address: _____ Email: _____

Applicant's ID: (supply one) _____ Driver's License _____ Passport _____ Other Government Document

the form of ID listed above is unavailable, please send/present two of the following items listed unless you are seeking a record as defined by Maine State Law. *Open records (time limits above) are not subject to this state requirement:

Utility Bill, Bank Statement, Vehicle Registration, Signed Income Tax Return, Social Security Card, DD214, Dept. of Corrections ID Personal Check, Previously Issued Vital Record, Rental Agreement, Paycheck Stub, W-2 or SSA Disability Award Letter, Insurance Policy, Mortgage company or bank statement.

For City Office Staff / Funeral Director use only – do not mark in this area

State ID Case #: _____ EDRS Request _____ First Copy _____ # of Copies _____ Non-Certified

Fee(s) Collected: _____ CK# _____ Cash CC Date Picked Up: _____

Clerk _____ Cert # (s) _____ to _____

If application denied, list reason why: _____