



## **VITAL RECORDS ACCESS INFORMATION**

Access to birth, death, and marriage records will now be limited to the person on the record, the person's spouse, registered domestic partner, mother, father, guardian, descendant (child, grandchild), attorney or agent, certain other family members\*, genealogists/agent, officiant, informant, or funeral establishment.

Individuals requesting records will need to provide proof of their eligibility to obtain the record (proof of lineage, certificate of domestic partnership, marriage license, guardianship papers, notarized statement from family, etc.).

Persons requesting to purchase copies of vital records must complete a request form which declares their name and connection with the person who is listed on the record. Anyone purchasing a certified copy must show proof of identification: driver's license, passport or other government issued picture identification card. If one of these is not available, the requestor will need to show two (2) items from the following list: utility bill, bank statement, car registration, copy of income tax return, personal check with address, a previously issued vital record, letter from a government agency requesting vital record, Department of Corrections ID card, Social Security card, DD214, hospital birth worksheet, license/rental agreement, pay stub, W-2, voter registration card, Medicare/Mainecare insurance card, private or public school photo ID, college photo ID, employee photo ID, or a disability card from SSA. These identification requirements apply to both certified and non-certified copies of vital records.

*\*Other Family Members include: grandparent, sibling, step-parent, step-child, aunt, uncle, niece, nephew, mother-in-law, and father-in-law.*

## **BIRTH CERTIFICATES**

The Town of Madawaska Clerk's Office maintains and issues birth certificates for individuals residing in Madawaska/St. David. If you are uncertain of your place of residency at time of birth, you may call the Office of Vital Statistics for the State of Maine in Augusta at 1-888-664-9491.

The following is helpful to us in locating an individual's record:

- Name (at birth)
- Date of Birth
- Hospital or Address of Birth
- Mother's Maiden Name
- Father's Name

### Methods for requesting birth records:

#### **In Person:**

Certified Copies of Birth Certificates are available during normal business hours (8:00 a.m. to 4:00 p.m. Monday through Friday) at our office on the first floor of the Town Office building located at 328 St. Thomas St., Madawaska.

The fee is \$15.00 for the first copy, and \$6.00 for each additional copy of the same record, at time of request. The requestor must fill out a request form, provide proof of identity and proof of lineage, if necessary.

#### **By Mail:**

Certified Copies of Birth Certificates can be requested in writing through the mail by indicating the child's full birth name, date of birth, and parents' full name(s), including mother's maiden name. The person requesting the record must include a photocopy of proof of identification and proof of lineage, if necessary. Send your request and a self-addressed stamped envelope to:

Town of Madawaska

328 St. Thomas St. Ste. 101

Madawaska, ME 04756

A check payable to the Town of Madawaska must accompany your request. The fees are the same as for an in-person request. Please note that all requests for records are generally processed the same day the request is received.

[Birth Certificate Request](#)

## MARRIAGE LICENSES & CERTIFICATES

In Madawaska, the Town Clerk is responsible for issuing and recording marriage licenses. **In Maine, an application for a Marriage License must be filed in the municipality of residence of either the Bride/Spouse or Groom/Spouse. If the applicants are not residents of Maine, they may apply in any Town or City in Maine.**



The current fee for a marriage license is \$40.00. The application is completed by both the Bride/Spouse and the Groom/Spouse. Each must show proof of identity (a driver's license or state I.D.) and, if there have been previous marriages for either applicant, Certified Documents of Death or Divorce of the most recent marriage must also be presented. There is no longer a waiting period to obtain a marriage license.

Marriage Licenses are valid for ninety (90) days from the date of application.

Once the application is complete, the Marriage License can be issued. A member of the Clergy, a Maine Notary Public, or an Attorney (licensed in Maine) can perform marriages.

Once the ceremony has taken place and the Officiant has returned the completed marriage license to the issuing clerk, a certified copy of the marriage may be requested. Fees for the certified copies are: \$15.00 for the first copy, and \$6.00 for each additional copy of the same record, at time of request. Certified copies are required to change the Bride/Spouse's name on many documents such as Social Security cards, Driver's Licenses, and bank accounts, to name a few.

The Town Clerk's office is located at 328 St. Thomas St. Ste. 101. Office hours are 8:00 am. to 4:00 p.m., Monday through Friday. For more information, the Town Clerk can be reached at 207-728-6351.

## **MARRIAGE CERTIFICATES**

Each City or Town in Maine records and maintains marriage records for individuals who either applied for their licenses there and/or were married there. If you are not certain of the Place of Marriage, you may call the Office of Vital Statistics for the State of Maine in Augusta at 1-888-664-9491.

The following information is helpful in locating a marriage record:

- Name of Groom/Spouse
- Name of Bride/Spouse
- Date of Marriage
- Residence of Bride/Spouse and Groom/Spouse (at time of application for Marriage License)

### **In Person:**

Certified Copies of Marriage Certificates are available during normal business hours (8:00 a.m. to 4:00 p.m., Monday through Friday) at our office on the first floor of the Town Office located at 328 St. Thomas St. The first copy costs \$15.00. Additional copies are \$6.00 each for the same record, at time of request. The requestor must fill out a request form, provide proof of identity and proof of lineage, if necessary.

### **By Mail:**

Certified Copies of Marriage Certificates may also be ordered by mail, with the above information and the required fee, by sending your request to:

Town Clerk

328 St. Thomas St. Ste. 101

Madawaska, ME 04756

The person requesting the record must include a photocopy of proof of identification and proof of lineage, if necessary.

A check payable to the Town of Madawaska must accompany your request. The fees are the same as for an in-person request. Please note that all requests for records are generally processed the same day the request is received.

[Marriage License Request](#) Form

# DEATH CERTIFICATE

Each City or Town in Maine records and maintains death records for individuals who died in that municipality or who was a resident of that municipality at the time of death. If you are not certain of the Place of Death, you may call the Office of Vital Statistics for the State of Maine in Augusta at 1-888-664-9491.

The following information is helpful in locating an individual's record:

- Name
- Date of Death
- Name of Spouse (if applicable)
- Mother's Name
- Father's Name

## Methods for requesting death certificates:

### **In Person:**

Certified Copies of Death Certificates are available during normal business hours (8 a.m. to 4:00 p.m., Monday through Friday) at our office on the first floor of the Town Office building located at 328 St. Thomas St., Madawaska.

The fee is \$15.00 for the first copy, and \$6.00 for each additional copy of the same record, at time of request. The requestor must fill out a request form, provide proof of identity and proof of lineage, if necessary.

### **By Mail:**

Certified Copies of Death Certificates can be requested in writing through the mail by indicating the deceased full birth name and date of death. The person requesting the record must include a photocopy of proof of identification and proof of lineage, if necessary. Send your request and a self-addressed, stamped envelope, to:

Town of Madawaska

328 St. Thomas St. Ste. 101

Madawaska, ME 04756

A check payable to the Town of Madawaska must accompany your request. The fees are the same as for an in-person request. Please note that all requests for records are generally processed the same day the request is received.

[Death Certificate Request](#) Form