



City of Lawrence
Office of the City Clerk
City Hall, Room 107
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WILLIAM LANTIGUA
MAYOR

WILLIAM J. MALONEY
CITY CLERK

CAROLE MORIN
ASSISTANT CITY CLERK

TO WHOM IT MAY CONCERN:

Please provide the following information with each request for a certified copy of a birth certificate:

1. A letter providing the name and date of birth of each person subject to the request;
2. A check or money order in the full amount charged for each certificate [current charges: \$5.00 for each short form certificate and \$7.00 for each long form certificate] – **please do not send cash by mail;**
3. A self addressed, pre-stamped envelope with the address of the location where the documents are to be sent [please be sure to provide sufficient postage for requests with multiple documents];
4. If you are requesting a birth record for someone other than yourself or your own child[ren], and the record is impounded or cannot be disclosed, you must obtain written authorization from the person granting you permission to obtain their birth record. The statement **must** be signed by that person and the signature **must** be notarized. **COPIES OF SIGNATURES AND/OR NOTARIZATIONS WILL NOT BE HONORED.**

Please note that a “Short Form Birth Certificate” appears as a document that is approximately the size of an index card. A “Long Form Birth Certificate” is an 8½” X 11” size document – **IT IS STRONGLY RECOMMENDED THAT YOU DETERMINE THE FORM NECESSARY FOR ITS INTENDED PURPOSE. THE CITY CLERK STAFF IS NOT RESPONSIBLE TO DETERMINE THE FORM REQUIRED.** For your safety and for the protection of sensitive records, the Office of the City Clerk will not respond to requests for specific information regarding any record by telephone, e-mail, or fax. Any special mail arrangements [ie: overnight mailing, two day mail, return receipt mail] must be pre-paid in advance or will otherwise be sent by regular mail.

We appreciate your patience and cooperation concerning handling sensitive information.

William J. Maloney, City Clerk