

CARLENE C. HAMLIN, Clerk  
 SARAH B. GMEINER, Assistant Clerk

## Request for Birth Certificate

Please print out this form and return to:  
 Town Clerk's Office  
 116 Main St., Suite 108  
 South Hadley, MA 01075

Requests submitted through the mail will be processed on the date they are received.

### Full name of person on the record of birth

\_\_\_\_\_  
 First Middle Last

### Date of Birth

\_\_\_\_\_  
 Month Day Year

### Full Maiden Name of the Mother

\_\_\_\_\_  
 First Middle Last

### Full name of the Father

\_\_\_\_\_  
 First Middle Last

### Signature of Requester

### Daytime telephone number

\_\_\_\_\_  
 Area Code Number

### Return Mailing Address

\_\_\_\_\_  
 Street Town/City Zip Code

- ❖ Certified copies cost **\$10.00**
- ❖ Please enclose a self-addressed, stamped envelope.
- ❖ Payment may be made by check or money order payable to Town of South Hadley. (Please do not mail cash)
- ❖ **NOTE:** Some records are restricted or impounded and access may be denied. Please enclose copy of your driver's license.