City of Quincy, Massachusetts

Mayor James R. McIntyre City Hall
1305 Hancock Street
Quincy, Massachusetts 02169

Office of the City Clerk
JOSEPH P. SHEA
City Clerk

MAUREEN L. HALLSEN
Assistant City Clerk

TEL: (617) 376-1131
FAX: (617) 376-1139
TTY: (617) 376-1375

Instructions: Use this form to request that the City Clerk's office staff research the city's records for a supplied name. The minimum fee of $10.00 must accompany application. Cost of search will be the actual cost per hour of search time, but not less than $10.00. Cost of certified or genealogy copies will be in addition to search fees and payable with application; if no record is found, any copy fees will be returned to the applicant. When search is completed, we will notify the applicant and will furnish copies requested upon payment of any additional fees that may be due. If no record can be found, a notation to that effect will be made.

....
Requestor's Name Address City State ZIP

....
Phone Date of Request Name of Person to be researched

Please provide as much information as you may have:

....
Date of Birth Date of Marriage Date of Death Spouse's Name

.....
Father's names & place of birth Mother's maiden name & place of birth

List any other data which may help to identify the record: .....

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Number & type of record requested ----------Certified copy $10.00 ($12.00 by mail)

----------Genealogy copy $2.00

Mail this completed form, accompanied by the $10.00 minimum fee plus the cost of requested copies to:
City Clerk- Office of Vital Statistics
1305 Hancock Street
Quincy MA 02169