



# City of Quincy Information Request

OFFICE OF THE CITY CLERK  
VITAL STATISTICS  
1305 HANCOCK STREET QUINCY MA 02169

## MAIL REQUESTS FOR CERTIFIED COPY OF **BIRTHS** OCCURRING IN QUINCY OR RESIDENTS OF QUINCY AT TIME OF BIRTH

PLEASE PRINT LEGIBLY

FULL NAME OF PERSON ON RECORD

First

Middle

Last

DATE OF BIRTH (If not known, \$10 Search Fee applies)

PLACE OF BIRTH

FULL NAME OF FATHER

First

Middle

Last

FULL NAME OF MOTHER

First

Middle

Last

APPLICANT'S NAME

MAILING ADDRESS

RELATIONSHIP TO PERSON WHOSE CERTIFICATE IS REQUESTED

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Daytime Phone or email address

If the person was born out of wedlock, only those individuals named on the record may receive a copy of the record.

A photocopy of a government issued picture ID, (such as a driver's license) is required for these records.

**FEES FOR BIRTH CERTIFICATES:**

- Certified Copies by mail \$12.00
- Fee for Genealogy copy is \$2.00
- Search fee \$ 10 .00
- Make check or money order payable to The City of Quincy
- Enclose a self-addressed stamped envelope.
- The City of Quincy Clerk's Office does not accept credit card payments.
- Please allow 1 week for mail requests to be filled.

**HOURS OF OPERATION:**

MONDAY-FRIDAY 8:30-4:30

**PHONE:**

**617-376-1135    617-376-1136    617-376-1137**

Note: If you need expedited service and have a major credit card you may also contact the Division of Vital Statistics at 617-740-2600 or 617-740-2606. The Division has all Massachusetts records for the years 1911 to present. Call them for fee information