

## OBTAINING A CERTIFIED COPY OF A BIRTH CERTIFICATE

You may obtain, in person or by mail, a certified copy of a birth certificate from the Town Clerk's office at the following address:

Town Clerk's Office  
Tyngsborough Town Hall  
25 Bryants Lane  
Tyngsborough, MA 01879  
(978) 649-2300 extension 129  
[clerk@tyngsboroughma.gov](mailto:clerk@tyngsboroughma.gov)

The Town Clerk's Office provides certified copies of birth certificates during regular office hours.

The fee is \$5.00 for a certified copy of a birth certificate. The Town accepts checks or money orders only when requests are by mail, and checks, money orders or cash when requests are in person. If you phone ahead, the certificate will be ready for you. All checks should be made payable to the Town of Tyngsborough.

For requests in person at the Town Clerk's Office, bring the following information with you:

- the name at birth (married women must provide their maiden name)
- the date of birth
- the names of the parents

**If your parents weren't married at the time of your birth, please contact the Clerk's Office for additional instructions.**

For requests by mail, submit the following information:

Your name at birth \_\_\_\_\_

Your date of birth \_\_\_\_\_

Your parents' names \_\_\_\_\_

Your phone number \_\_\_\_\_

**If your parents weren't married at the time of your birth, please call the Clerk's Office for further instructions.**

Include a self-addressed stamped envelope and mail this form with the appropriate fee (check or money order) to the address above. The certificate will be sent the next day.