



BIRTH CERTIFICATE APPLICATION

Town Clerk's Office: 603-640-3200; townclerk@hanovernh.org

P.O. Box 483 – 41 South Main Street – Hanover, NH 03755

INSTRUCTIONS:

1. If requesting by mail, **enclose a photocopy of picture identification of the person requesting the record** (driver's license, passport or other picture identification); you will be asked to present a photo ID if requesting the record in person.
2. Person requesting certificate must be oneself or have a close familial relationship as defined below.
3. Payment in cash or money order payable to the Town of Hanover – do not send cash for mail requests!
4. If requesting by mail, include a self addressed stamped envelope for the return of the certificate and mail request package to HANOVER TOWN CLERK – PO BOX 483 – HANOVER, NH 03755-0483.

PLEASE TYPE OR PRINT CLEARLY

Number of Certificates Requested: _____

Fee: **\$15.00*** for the first certificate and **\$10.00** each additional certificate.

Name at Birth (First, Middle, Last): _____

Date of Birth (Month, Day, Year): _____

Father's/Person A Full (Maiden) Name: _____

Mother's/Person B Full (Maiden) Name: _____

Purpose for which the certificate is requested: _____

(Example: records, genealogy, insurance, name change, proof of identification)

Name and Address to send certificate(s): _____

Telephone/Email Address (in case we need to contact you): _____

Your Signature: _____ print out to sign; unsigned forms returned

Date: _____ Relationship to Registrant: _____ (see below)

The following stipulations apply to your relationship to the individual:

- ✓ *Records 100 years and older are public record and familial relationship is not required.*
- ✓ *Records for events occurring within 100 years of date requested must have a familial relationship of mother, father, brother, sister, uncle, aunt, niece, nephew, grandparent, and step parents.*

PLEASE NOTE: As of April 2017, Birth records for the entire State of New Hampshire can now be issued by any City/Town Clerk in New Hampshire from 1935 – present (**Exception: 1949-1950**)

A fee of **\$15.00 is required by law for the search of the file for any one record whether the record is located or not.*

NOTICE: Any person shall be guilty of a Class B Felony if he/she willfully and knowingly make any false statement in an application for a certified copy of a vital record as per RSA 126:24.