

VITAL RECORDS

BIRTH/DEATH/MARRIAGE CERTIFICATES/DIVORCE CERTIFICATES

A certified copy of a Birth, Death, Marriage Certificate or Divorce Certificate has to be requested from the Town Clerk in person or by mail. In order to request a certified copy, you must be a member of the immediate family, or have a direct and tangible interest in the record. The cost for the first certified copy is \$15; any additional copies purchased at the same time for the same person is an additional \$10 per copy. The written request must include the name(s) of the registrant(s), date of the event, and relationship or interest in the particular record. Proper identification is required in person; if the request is made by mail or email, a photo ID is required to be sent with the request.

MARRIAGE LICENSES

In order to request a marriage license, both parties must be present. The documents required are a Photo ID, proof of age; a certified copy of a certified death certificate of a former spouse, if applicant is widowed; a certified copy of a final divorce decree, if applicant is divorced; a certified copy of an annulment decree, if the applicant's previous marriage was annulled. A marriage license is issued the same day that the application was prepared and it shall be valid for 90 days from the date of filing. The fee for the marriage license is \$50, payable to the Town of Greenland.

If you have any questions, please contact the Town Clerk's office at 603.431.7111, Ext. 1.