



**Town of Stoughton
10 Pearl Street
Stoughton, MA 02072**

Phone: 781-341-1300

www.stoughton-ma.gov

**Rogeria Medeiros-Kowalczykowski, CMC
Town Clerk**

OBTAINING A CERTIFIED COPY OF A BIRTH

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
10 Pearl St.
Stoughton, MA 02072
(781) 341-1300
<http://www.stoughton.org>**

The Town Clerk's Office hours are Monday – Wednesday, 8:30AM – 4:30PM, Thursday 8:30AM – 7:00PM, and Friday 8:30AM – 12:00 Noon.

The fee is \$10.00 per certified copy. The Town only accepts money orders by mail. The Town accepts personal checks, money orders, or cash in person. Money orders and checks should be made payable to "Town of Stoughton".

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

- The name at birth
- The date of birth
- The parents' names.
- An original or photocopied photo ID if the parents weren't married at the time of the birth.***

***If your parents weren't married at the time of your birth, and your name has changed, you must send a certified copy of the legal name change with your request. (For example, a certified copy of a marriage certificate, certified copy from the court with legal name change, etc.)

For requests by mail, please submit the following information:

Your name at birth

(married women should give their maiden name)

Your date of birth

Your parents' names

Your phone number (so we may contact you if necessary)

If your parents weren't married at the time of your birth, you must include a photocopied photo ID.

Include a self-addressed stamped envelope and mail this form with the \$10.00 fee (money order only) to the address above.