



***Town of Sterling***  
***Office of the Town Clerk***  
*One Park St, Butterick Municipal Bldg.*  
*Sterling, Massachusetts 01564*  
*Tel 978-422-8111 ext 2307 or 2308*

## **REQUEST FORM FOR CERTIFIED COPIES VITAL RECORDS**

Certified Copies are provided at a cost of \$10.00 each. This is a request for:

- \_\_\_ Birth Certificate
- \_\_\_ Marriage Certificate
- \_\_\_ Death Certificate

Full Name of Person on Record: \_\_\_\_\_  
First Middle Last

Date of Birth / Marriage / Death: \_\_\_\_\_  
Month Day Year

### **Contact Information for Requestor:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

If you are submitting this application by mail, please include a check for payment made out to the “**Town of Sterling**” and enclose a **self-addressed stamped envelope** to have your record(s) mailed to you within 10 business days.

Office Hours: Monday – Thursday: 7:30am – 5:00pm, Friday: 7:30am – 11:30am