



Town Clerk

Vital Records

How To Get a Certified Copy of a Vital Record

You can apply for a certified copy of a birth, death, marriage, or civil union record in person or by mail. To do so:

1. Fill out an application form for a:
 - Certified copy of a birth record
 - Certified copy of a death record
 - Certified copy of a marriage or civil union record
2. Mail the form or bring in person to the Town Clerk's Office, 45 Broad Street, Cumberland, RI 02864.
3. You must present or produce a copy of a valid picture identification issued by a governmental organization. Click [here](#) to access the State's vital records website.

Vital records are confidential.

Birth and marriage records 100 years or older and death records 50 years or older are considered public records and may be obtained from the Town Clerk's Office. A relative with access to your records who has a government picture identification may request your record.

Click [here](#) to access the State's vital records website.

Identification

To obtain a certified copy of a record, you must present valid picture identification issued by a governmental organization.

Fees

The fee for a certified copy of a vital record requested by mail is \$25; requests in person are \$22. Additional copies of the same record issued at the same time are \$18.00 each. Per Rhode Island General Law, the fee provides for a search of two consecutive calendar years under one name and for issuance of a certified copy of a birth, fetal death, death, marriage, or civil union record. More



Applying Without A Form

You may receive a certified copy of a record in the mail without using an application form, but you must provide the following information:

- the name on the birth, death, marriage, or civil union record,
- the date and city/town where the event occurred,
- your relationship to the person named on the record,
- why you need the record,
- for births only, the name of the father and the mother's maiden name,
- your signature and printed name, and
- your mailing address and home phone number, in case we need to contact you

Using Certified Copies Abroad

If you will be using your certified copy in a foreign country (e.g. for adopting a child, applying for dual citizenship, or transferring property), you may need an apostille, which legalizes a document for international use. Click [here](#) for more information.