

## Applications for Vital Records

### Who can apply or obtain Vital Records?

Vital records are confidential. Therefore, only those individuals who have what is called a “Direct and Tangible Interest” in the records may have access to records. The following individuals and/or groups make up those having direct and tangible interest:

- The person names on the certificate, a member of his/her immediate family (parent, children, brother, sister, grandchild or grandparent), his/her guardian, or an authorized agent of these individuals; or
- Attorneys-at-law, title examiners, or members of legally incorporated genealogical societies, in the conduct of their official duties; or
- Person requiring information for the determination or protection of a personal or property right; or
- A person who has been granted a court order instructing the registrar to provide disclosure.

**Note:** A direct and tangible interest shall not be demonstrated by firms, agencies, or individuals requesting information to be used for commercial purposes.

### What is required to obtain various records?

To obtain a certified copy of a **birth, death or marriage record** you will be expected to present acceptable picture identification. Acceptable picture identification is defined as one issued by a governmental organization, these identifications will most likely fall into one of the following types and must be current:

1. Driver’s License
2. Passport
3. Military Identification
4. Certificate of Naturalization
5. Alien Registration Card

A relative with access to your record who has government picture identification may also request your record.

You **must** also provide the following information.

- The name of the birth, death or marriage record,
- The date where the event happened

- Your relationship to the person named on the record,
- Why you need the record,
- For births only, please provide the name of the father and the mother's maiden name (name at birth)
- Your mailing address and a telephone number in case we need to contact you

### **How and where do I obtain copies? – Birth, Marriage, Deaths**

**By mail:** Vital records can be obtained by completing, in its entirety, one of the following applications:

- Birth Record
- Marriage Record
- Death Record
- Funeral Director Application for a Certified Copy of Death Record

The request must be accompanied by acceptable picture identification (described above in “What is required to obtain various records”)

**In person:** Requests may be made in person at the Town Hall, 350 East Main Road during regular business hours, Monday - Friday between 8:00 am - 4:00 pm.

**Cost of Copy:** \$20.00 for the first copy of each record. Additional copies of the same record at the same time are \$15.00 each.

Our office will accept personal check, money order and cash (in person). Check or money order should be made payable to Town of Middletown.

### **What if I was born in another state?**

If you were born in another state and need a copy of your birth certificate, please go to the National Center for Health Statistics publication Where to Write for Vital Records, an alphabetical directory of State and territory information

#### **Section 23-3-28 of the General Laws**

I understand that Section 23-3-28 of the General laws of Rhode Island provides penalties for either of the following violations: Any person who willfully and knowingly makes any false statement in a report, record, certificate or application for an amendment thereof, or who willfully and knowingly supplies false information intending that such information be used in the preparing of such report, record, or

