

Town of Orono

PH. 207-866-2556 59 Main St. Orono, Me. 04473

Vital Records Form

-Updated 01/31/2015

Please note that our office may take up to 24 hours to process this request. EDRS requests will be subject to State processing time limits

**Current Fees: \$15.00 for the first certified copy and just \$6.00 for each additional copy of the record.
\$ 3.00 for a non-certified (non-legal) copy.**

Request Directions: Please fill in the application below and enclose a check or money order made out to the Town of Orono with copies of supporting documents listed below. Be sure to include a self-addressed, stamped envelope and mail to the address above.

Please Note: The Office is prohibited from accepting vital record requests (s) via fax, email or by phone. Once an application has been processed, the completed record(s) may not be faxed or emailed.

Type of document requested: (Please select type to the far right and list number below)

_____ Certified Copy \$15.00 _____ Non-Certified \$3.00
_____ Additional Copies \$6.00 **TOTAL DUE:** _____

_____ Birth Certificate (Closed *75 yrs.)
_____ Marriage Certificate (Closed *50 yrs.)
_____ Death Certificate (Closed *25 yrs.)

Name(s) on the requested record: _____ Date of Event: _____

If Female, Maiden Name: _____ Groom's/Applicant #1: _____

Applicant's relationship to the person(s) on the record: (check at least one)

_____ Self _____ Parent/guardian _____ Grandparent _____ Child _____ Spouse _____ Sibling _____ Other*
_____ Parent in-law _____ Aunt/uncle _____ Niece/nephew _____ Gov't Agency _____ Funeral Director

*If other is selected, please explain relationship: _____

By checking this box and signing below, I attest that I furnished documents verifying a relationship to the record or meet the State's guidelines for establishing a Direct and Legitimate Interest in the record requested.

Applicant's Name: _____ Telephone: _____ Date: _____

Address: _____ Email: _____

Applicant's ID: (check/supply one) _____ Driver's License _____ Passport _____ Other Government Document

If the form of ID listed above is unavailable, please send/present two of the following items listed unless you are seeking a record as defined by Maine State Law. *Open records (time limits above) are not subject to this state requirement:
Utility Bill, Bank Statement, Vehicle Registration, Signed Income Tax Return, Social Security Card, DD214, Dept. of Corrections ID
Personal Check, Previously issued Vital Record, Rental Agreement, Paycheck Stub, W-2 or SSA Disability Award Letter, Insurance Policy, Mortgage company or bank statement.

For Town Office Staff / Funeral Director use only – do not mark in this area

State ID Case #: _____ EDRS Request _____ First Copy _____ # of Copies _____ Non-Certified

Copied Typed Fee(s) Collected: _____ CK# _____ Cash CC

Date Completed _____ Clerk _____ Cert # (s) _____ to _____

If application denied, list reason why: _____