

Request for Vital Records

To order a certified or non-certified copy of a birth, death, marriage record; the event had to have occurred in Hartland, or the person (s) who are the subject of the record must have been a resident of Hartland at the time of the event. *Applications to request a copy are located on the Town of Hartland's web page under Department/Town Clerk.*

To obtain a certified or non-certified copy of these records an applicant must show positive identification of who he or she is. Documents accepted include a driver's license, a passport, or other government issued photo identification. Access to vital records applies as follows:

Self (subject of the record)

Spouse – must show marriage license

Registered Domestic Partner – must show DP certificate

Any person list on the record, mother, father, informant, funeral establishment, witness, officiants, etc.

Guardian – must show court issued guardianship papers

Family (not on the record) – Grandparent, siblings, step-parent, step-child, aunt, uncle, niece, nephew, mother-in-law, father-in-law. They must show proof of relationship.

Attorney or agent for person who is the subject of the record. They must show notarized statement from person on record or his/her family and proof of relationship.

Genealogists with no direct and legitimate interest must show ID, Maine DRVS researcher card and have written authorization.

If requesting a record for a family member other than a child or parent, the applicant must provide a certified copy of their own birth record to prove direct and legitimate interest. If necessary the applicant must also provide a copy of the document that requires the vital record to be released, e.g. a court order, letter from attorney, letter from Social Security, letter on creditor letterhead or copy of credit agreement, insurance form or letter from insurance company etc.

To obtain information regarding family members you must show lineage (example) you are looking for record of a grandparent: you would need your birth certificate, you would need your parent birth certificate indicating the names of your grandparent, and this would show your lineage or direct interest in the record.

*The fee for a certified vital record is **\$15.00** for the 1st copy and **\$6.00** for each additional purchased at the same time. Non-certified copy of a vital record **\$7.50** for the 1st and **\$3.00** for each additional purchased at the same time. If documents are to be returned by mail an additional charge for mailing is applied.*