



TOWN OF PORTAGE LAKE, MAINE

PO BOX 255, PORTAGE LAKE, ME 04768

435-4361/ www.townofportage.org

APPLICATION FOR REQUEST FOR VITAL RECORDS

Cost is \$15 for first Certified Copy, \$6 each additional certified copies in the same transaction.

Please make checks payable to the Town of Portage Lake. Please note it may take up to 2 weeks to process your request

Please PRINT Clearly

Type of Record Requested: (Please CIRCLE)

Birth

Death

Marriage

Name of person on record: _____

(Please indicate full name, including middle & maiden, if known)

Date of Record: (mm/dd/yyyy)

Birth _____

Death _____

Marriage _____

Name of Parents for person on record:

Father _____

Mother _____

(Please include maiden name and any nicknames)

Name, address, phone and email of applicant:

Relationship to person on record _____

Signature of applicant _____

Printed name of applicant _____ Date: _____

Verification of Applicant:

We require verification of identity to show the link between the applicant and the person on record and establish his/her rights to the documents requested. Please provide a copy of one of the following with your application:

- *Valid Driver's License
- *Passport
- *Other Government issued identification with photo

If applicant's name differs from that on record, documentation is required to verify the identity of the applicant. An example: A married woman is requesting her birth certificate. She must provide a copy of her driver's license and a copy of her marriage license stating her surname before marriage.

If applicant is a relative of the person on record, documentation is required to verify the identity of the applicant and whether he/she has a direct relationship and right to the requested record. An example: A man requests a copy of his parents' marriage license. He must provide a copy of his driver's license and a copy of his birth certificate showing both parents' names in order to show the link between himself and the person(s) on record.