



Department of Health and Human Services
Maine Center for Disease Control and Prevention
244 Water Street
11 State House Station
Augusta, Maine 04333-0011
TTY: 1-800-606-0215

John E. Baldacci, Governor Brenda M. Harvey, Commissioner

June 25, 2010

To all City and Town Clerks:

On July 12th, new statutes governing access to vital records will go into effect. Those requesting copies of records filed less than 100 years ago will need to provide documentation establishing their right to the documents and verifying their identity. We ask that those requesting copies of vital records present, along with their application, positive identification including, but not limited to, a driver's license, passport, or other government issued picture identification.

If no acceptable photo identification is available, the requestor will need to submit photocopies of two items from the following list plus an application form: utility bills, bank statements, car registration, copy of income tax return, personal check with address, a previously issued vital record/marriage license, letter from government agency requesting vital record (e.g., DHHS, WIC), Department of Corrections identification card, Social Security card/DD-214, hospital birth worksheet, license/rental agreement, pay stub (W-2), voter registration card, disability award from SSA. Other secondary forms of identification may also be considered. Alternatively, the record could be obtained for another by a qualifying individual with positive identification, such as a parent for a child.

These identification requirements will apply whether the records are requested in person or by mail.

In order to establish lineage when requesting records concerning parents, grandparents, etc., a copy of the requestors birth certificate will identify his or her parents of record. Using this document, the marriage record of the parents could be a next step, as it will identify the grandparents of record, and so on.

If you have any questions, suggestions, or concerns, please do not hesitate to contact the Vital Records Unit. We will soon be posting detailed information and a copy of the application form on our website (<http://www.maine.gov/dhhs/boh/phs/odrvs/vital-records/index.shtml>).

Sincerely yours,

A handwritten signature in blue ink that reads "Donald R. Lemieux".

Donald R. Lemieux, State Registrar and Director

Office of Data, Research and Vital Statistics
Division of Public Health Systems
Center for Disease Control and Prevention
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