

## Ordering a Vital Record

All Maine's records of birth, death, fetal death, marriage, divorce and domestic partnership are housed at the Department of Health and Human Services (DHHS), Maine Center for Disease Control and Prevention (Maine CDC), Data, Research, and Vital Statistics (DRVS) office and most all municipal offices statewide.

Maine officially started preserving vital records on January 1, 1892. Vital records created prior to 1892 may be obtained from the municipal offices where the vital event took place or from the [Maine State Archives](#).

**Maine is a closed record State.** Individuals requesting a certified copy of a vital record must complete a written request or application, provide acceptable identification, and depending on the record requested, may have to demonstrate their direct and legitimate interest and/or lineage. We offer more information on [public access to non-restricted and restricted vital records, as well as frequently asked questions](#).

## How to Order Vital Records by Mail

The cost for a certified copy of a vital record is \$15.00 and \$6.00 for each additional copy of the same record. The cost for a non-certified copy of a vital record is \$10.00 and is stamped "not for legal purposes". Individuals not listed on the record must prove relationship or demonstrate a direct and legitimate interest in the requested record. Please refer to the public access to non-restricted and restricted vital records link above to determine eligibility.

**Mail a written request** with payment by check or money order. Please enclose a copy of your photo ID and a self-addressed, STAMPED envelope with your request. Download and complete an [applications for a vital record](#).

**Mail your check, a self addressed, stamped envelope, a copy of your photo ID, and your completed request form to:**

**TOWN OF WARREN**

**Attn: Town Clerk**

**167 Western Rd.**

**Warren, ME 04864**