



Vermont State Archives and Records Administration

Office of the Secretary of State

1078 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710

VITAL RECORDS REQUEST FORM

INFORMATIONAL COPIES ONLY! DO NOT USE FOR REQUESTING CERTIFIED COPIES!

The Vermont State Archives and Records Administration welcomes your records requests. We will search up to two requests submitted at a time. Due to the volume of requests received and limited resources, please wait to hear back from us before submitting another request. Your cooperation will allow us to continue waiving the \$3.00 statutory fee for informational copies.

Did you know? Most vital records in the Vermont State Archives can now be researched online. Please visit us at <https://www.sec.state.vt.us/archives-records/vital-records/informational-copies.aspx> to find out more information.

YOUR NAME AND CONTACT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email Address: _____

Please note that we will email copies of any records that we find, provided that an email address is listed above.

YOUR RECORD REQUEST:

Event: (check all that apply): Birth Death Marriage/Civil Union Divorce/Dissolution

Name at Time of Birth: _____

Gender: Male Female

Name at Time of Marriage or Civil Union: _____

Name at Time of Divorce or Dissolution: _____

Name at Time of Death: _____

Date of Birth: _____ Town/City: _____

Date of Marriage: _____ Town/City: _____

Date of Divorce or Dissolution: _____ Town/City: _____

Date of Death: _____ Town/City: _____

Name of Mother: _____

Name of Father: _____

Name of Spouse/Partner: _____

Other Useful Information: _____

VSARA USE ONLY: Found _____ Not Found _____ Second Check _____

Please mail this completed form to the address above, or email to sos.vitals@vermont.gov