



City of Lawrence
Office of the City Clerk
City Hall, Room 107
200 Common Street
Lawrence, Massachusetts 01840

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WILLIAM LANTIGUA
MAYOR

WILLIAM J. MALONEY
CITY CLERK

CAROLE MORIN
ASSISTANT CITY CLERK

TO WHOM IT MAY CONCERN:

Please provide the following information with each request for a certified copy of a Death certificate:

1. A letter providing the name and date of death for each person subject to the request;
2. A check or money order in the full amount charged for each certificate [current charges: \$7.00 for each certificate] – **please do not send cash by mail;**
3. A self addressed, pre-stamped envelope with the address of the location where the documents are to be sent [please be sure to provide sufficient postage for requests with multiple documents];

For your safety and for the protection of information that may be confidential, the Office of the City Clerk cannot respond to requests for information or records by telephone, e-mail, or fax. Any special mail arrangements you may require [ie: overnight mailing, two day mail, return receipt mail] must be pre-paid in advance. Otherwise, all documents requested will be sent to the address appearing on the mailing received. Record searches on your behalf cannot be performed by the City Clerk's Staff. However, you are invited to conduct your own search of our records or engage the services of someone on your behalf to search our records for your purposes. In order to allow the Staff of the City Clerk's Office the ability to address daily public requests for vital records and information, the records maintained by this office will be made available for genealogical searches each business day between 9:00 a.m. and 11:00 a.m. and 2:00 p.m. to 4:00 p.m. A fee of \$10.00 is charged to search the available records that appear in the index files and an additional \$10.00 fee charged view registers. Certified copies can be provided for an additional charge for each record requested. Please note that there is a limitation on the total number of people that may be permitted to conduct record searches at any given time due to the size of the area where the records are kept and to allow staff to conduct its daily business. Please contact the office in advance if you wish to have a search of the records conducted and to be sure the records can be accessed.

Truly yours,
William J. Maloney
City Clerk