

## DEATH CERTIFICATES

Certified copies of death certificates are available in the town/city of residence at time of death and also where the death occurred. In addition, all death records are available from the State of Maine, Vital Records office (located at 220 Capitol Street, SHS #11, Augusta, Maine 04333).

To order a certified, legal copy of a death certificate from the Town of Readfield please complete a Death Certificate Order Form. Certified copies can be purchased in person at the town office or ordered through the mail.

You may also write, email or fax the town office a letter including the following information:

1. Full name of the deceased including first, middle and last name
2. Date of death
3. Your relationship to the deceased
4. The name and mailing address where we should send the certificate(s)
5. Number of certified copies you are ordering
6. Please include a self-addressed stamped business size envelope
7. Applicable identification and payment (see below)

### PROOF OF IDENTIFICATION & LINEAGE REQUIRED:

In order for a person to obtain a certified copy of a birth, marriage or death record, the requestor must present proof of identification. They must also present proof of direct and legitimate interest in the record if requesting a record other than their own. Please review all allowable forms of identification and ways to establish eligibility.

### PAYMENT INFORMATION:

The fee for a certified copy is \$15. Each additional copy (of the same record) ordered at the same time is \$6. Please make check or money order payable to "Town of Readfield". The town also accepts credit card payments for an additional fee. The application form/letter of request (payment enclosed) may be mailed to: Town of Readfield, 8 Old Kents Hill Rd., Readfield, ME 04355. Requests may be emailed to: [clerk@readfieldmaine.org](mailto:clerk@readfieldmaine.org) or faxed to: 207-685-3420.

### STATE OF MAINE ONLINE ORDERS:

Maine Vital Records does not accept credit cards or online orders; however, for your convenience, you can process online requests through an independent company, VitalChek Network, Inc. ***The Town of Readfield is not affiliated with this company.*** VitalChek can be reached at [www.vitalchek.com](http://www.vitalchek.com) or by phone at 1-877-523-2659. An additional fee to expedite your order is charged by VitalChek for using this service, and all major credit cards are accepted.