CITY OF PROVIDENCE | VITAL RECORDS OFFICE

Providence City Hall | 25 Dorrance Street, Suite 104, Providence, RI 02903
(401) 680-5213 providenceri.gov vitals@providenceri.gov

CERTIFIED COPY REQUEST

START HERE: Select the registration you are requesting. Complete Sections 1 and 2, then complete the requested registration section on the other side of the form. Print clearly.

FEES: First certified copy $22.00 | Each additional copy $18.00.

Which record are you requesting? (Select all that apply) ☐ Birth ☐ Marriage ☐ Death		
SECTION 1 Fill in your information	Full Name	
	Phone Number	
	Address	
	ID presented with #	
	Relationship with the person named in the record	
	Is this record needed for another country?	
	If you are a lawyer, Firm's Name	
SECTION 2 Read the certification		
	CERTIFICATION I understand that Section 23-3-28 of the Rhode Island General Laws provides penalties for intentionally and knowingly making false statements or providing false information for a civil registration, certificate, or amendment. A person convicted of an infraction may be fined up to $1,000, a prison term of up to one year, or both.	
Sign Here	X_____ Date: _____	

Turn over to complete the record section →

COMPLETE THE REQUESTED RECORD SECTION(S)

BIRTH RECORD	Full name as it appears on the record	
	Date of birth	
	City or town where the birth occurred	
	Hospital Name	
	Full name (mother/father)	
	Full name (mother/father)	
	Court-ordered name change	
	How many certified copies are you requesting?	
MARRIAGE RECORD	Full name as it appears on the record	
	Spouse's name	
	Date of marriage	
	City or town where the marriage occurred	
	How many certified copies are you requesting?	
DEATH RECORD	Full name as it appears on the record	
	Date of death	
	City or town where the death occurred	
	Full name (mother/father)	
	Full name (mother/father)	
	How many certified copies are you requesting?	

FOR OFFICIAL USE ONLY

INFORMATION DEPARTMENTAL	Administrator: _____ DCN #_____ Total _____ **Payment method** ☐ Credit Card ☐Cash ☐Check_____ ☐ Money Order _____