



**APPLICATION FOR A CERTIFIED COPY OF A MARRIAGE RECORD**

\$15.00 for first copy, \$6.00 for each additional copy of the same record purchased at the same time

**REQUESTS MUST INCLUDE A PHOTOCOPY OF A GOVERNMENT ISSUED PHOTO I.D.**

*Requests can be made by mail or email. Certificates will be mailed USPS.  
Make check or money order payable to "City of Portland" if mailing in your request.*

**\*\*PLEASE PRINT\*\***

Method of Request (check one):      Mail       Email

Full Maiden Name of Groom/Bride/Spouse (Party A): \_\_\_\_\_

Full Maiden Name of Groom/Bride/Spouse (Party B): \_\_\_\_\_

Date of Marriage: \_\_\_\_\_ City/Town of Marriage: \_\_\_\_\_

City/Town of Residence a time of Marriage: \_\_\_\_\_

Your Name (Person Applying for Record): \_\_\_\_\_ Today's Date: \_\_\_\_\_

Your Complete Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Your Phone Number: \_\_\_\_\_

**MUST PROVIDE PROOF OF LINEAGE OR DIRECT & LEGITIMATE INTEREST**

Your Relationship to the Groom/Bride/Spouse:  Self  Other (lineage proof required)

*By signing below, I swear/affirm that the information above is true and correct.*

Your Signature: \_\_\_\_\_ How many certified copies? \_\_\_\_\_

MAIL REQUEST TO: City Clerk's Office, 389 Congress Street, Portland, ME 04101

**\*\*PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE IF MAILNG REQUEST\*\***

EMAIL REQUEST TO: [Cityclerk@portlandmaine.gov](mailto:Cityclerk@portlandmaine.gov)

*If you are emailing your request please include the following:*

**\*\*\$.066 Cents will be added to your credit card transaction for postage if you are emailing your request. \*\***

Name as it appears on Card: \_\_\_\_\_ Signature of cardholder: \_\_\_\_\_

Credit Card # \_\_\_\_\_

**\*AMERICAN EXPRESS NOT ACCEPTED**

Exp. Date: \_\_\_\_\_ 3-digit Security Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_