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## **II. VITAL RECORDS**

The Town Clerk/Tax Collector's Office can issue vital records upon completion of forms and the appropriate fee(s) being paid.

Vital records are subject to privacy laws and only authorized person(s) can gain access to them. However, some vital records are open to the public, as follows:

### **NON-RESTRICTED:**

Birth prior to 1901

Death prior to 1948

Marriage prior to 1948

Vital records that are restricted by privacy and require further proof of a "direct and tangible interest" and valid photo ID are as follows:

### **RESTRICTED:**

Birth 1901 to present

Death 1948 to present

Marriage 1948 to present

**VITAL STATISTICS DATABASE:**

The Town of Deerfield has access to a statewide vital statistics database. Records on the database can be obtained at any New Hamps hire city or town clerk's office. Records that are not yet on the database will have to be obtained in the city or town where they originated from. Records presently available on the database are as follows:

Birth – 1986 until present

Death – 1990 until present

Marriage – 1989 until present

Divorce – 1990 to within 6 months from the present search date

Civil Union – 2008 until present

Civil Union Dissolutions – 2008 to within 6 months from the present search date

### GENEALOGICAL RESEARCH:

Individuals wishing to conduct genealogical research on unrestricted records may do so by visiting the State Genealogical Research Center at 71 South Fruit Street in Concord, New Hampshire. You may also conduct local research here at the Town Clerk's Office, however, please be advised that if you desire *certified* copies, a \$15.00 fee is charged for each name that is searched, regardless if any records were found or not (NH RSA 5-C:10). If you do not want certified copies, regular town photocopy rates apply.

Any questions, feel free to give us a call or email us at:

- Kevin Barry, Town Clerk/Tax Collector: 603-463-8811 x 308
- Kelly Roberts, Deputy Town Clerk/Tax Collector: 603-463-8811-312

### MARRIAGE LICENSE PROCEDURE:

We ask that the couple come in at least (1) one hour before we close, as there are worksheets that need to be completed, and information that will need to be verified. You will both need to be present, and will need to bring with you:

- Photo ID (i.e. valid driver's license, military ID, or passport)
- Proof of dissolution of any prior marriage and/or civil union (ie a certified copy of a divorce decree, certified copy death certificate)

The marriage license fee is \$50.00 made payable to the Town of Deerfield. We also take a \$15.00 check upfront for the marriage abstract that you will receive after your ceremony. This will be important if you decide to change your name and social security information.

The marriage license will be good for (90) ninety days after the date of issuance, if, for any reason, you do not get married within that time frame, you will have to re-apply for a new license.

#### MARRIAGE CERTIFICATE:

Marriage records older than 1989 will have to be obtained in the city or town where the event occurred. Marriage records dated 1989 until the present can be obtained at the Deerfield Town Clerk's Office AND any New Hampshire city or town clerk's office.

Marriage records are protected by privacy and only interested person(s) can obtain these records. A person must have a direct and tangible relationship with the person, including but not limited to: spouse; mother; father; son; daughter; grandfather; grandmother; grandson; granddaughter. *Cousins, friends, and acquaintances do not qualify.*

In order to receive a marriage certificate you will need to complete an application for your request, and a valid photo ID will be required. Any person who knowingly provides false information will be guilty of a Class B felony.

A cost for a marriage certificate is \$15.00 for the first copy and \$10.00 for additional copies.

#### BIRTH CERTIFICATE:

Birth records older than 1986 will have to be obtained in the city or town where the event occurred. Birth records dated 1986 until present can be obtained at the Deerfield Town Clerk's Office AND any New Hampshire city or town clerk's office.

Birth records are protected by privacy, and only interested person(s) can obtain these records. A person must have a direct and tangible relationship with the person, including but not limited to: mother; father; son; daughter; grandfather; grandmother; grandson; granddaughter; spouse. *Cousins, friends, and acquaintances do not qualify.*

In order to receive a birth certificate you will need to complete an application for your request, and a valid photo ID will be required. Any person who knowingly provides false information will be guilty of a Class B felony.

Costs for a birth certificate are \$15.00 for the first copy and \$10.00 for additional copies.

#### DEATH CERTIFICATE:

Death records older than 1990 will have to be obtained in the city or town where the event occurred. Death records dated 1990 until present can be obtained at the Deerfield Town Clerk's Office AND any New Hampshire city or town clerk's office.

Death records are protected by privacy and only interested person(s) can obtain these records. A person must have a direct and tangible relationship with the person, including but not limited to: mother; father; son; daughter; grandfather; grandmother; grandson; granddaughter; spouse; funeral director; attorney representing the estate (with proof of representation through estate documents). *Cousins, friends, and acquaintances do not qualify.*

In order to receive a death certificate you will need to complete an application for your request, and a valid photo ID will be required. Any person who knowingly provides false information will be guilty of a Class B felony.

Costs for a death certificate are \$15.00 for the first copy and \$10.00 for additional copies.

#### DIVORCE CERTIFICATE:

Divorce records dated 1990 until within 6 months from the present search date can be obtained at the Deerfield Town Clerk's Office AND any New Hampshire city or town clerk's office. Older divorce records will have to be obtained at the court where the divorce originated from.

Divorce records are protected by privacy and only interested person(s) can obtain these records. A person must have a direct and tangible relationship with the person, including but not limited to: former spouse; mother; father; son; daughter; grandfather; grandmother; grandson; granddaughter. *Cousins, friends, and acquaintances do not qualify.*

In order to receive a divorce certificate you will need to complete an application for your request, and a valid photo ID will be required. Any person who knowingly provides false information will be guilty of a Class B felony.

Costs for a divorce certificate are \$15.00 for the first copy and \$10.00 for additional copies.

- Application for Birth/Death/Marriage Certificate:  
[http://www.sos.nh.gov/vitalrecords/Publications/certificate\\_app.pdf](http://www.sos.nh.gov/vitalrecords/Publications/certificate_app.pdf)
- Division of Vital Records Website  
<http://www.sos.nh.gov/vitalrecords/>