

Request for Vitals Policy

Background:

MMA has strongly suggested that a policy be in effect for requests for vital records and a search fee of \$3.00 be implemented if the record requires research. The fee would apply for records not readily available in the town office. A written request form should be filled out for every request received, be date stamped, and initialed by the clerk or deputy clerk waiting on the customer.

Most records are public information. There are exceptions, however.

Town of Wayne Vital Records Policy

A request form must be completed for each request for a vital record, whether a certified copy or photocopy. A **\$3.00 search fee** will be charged for records requiring research, whether a copy is found or not. This fee includes a photocopy labeled “not for legal purposes” if a record is found.

The first hour of research is **FREE** by State Law. Additional hours will be billed at **\$10.00/hr.**

Certified copies **\$15.00**

Additional copies of the same record are **\$6.00 per copy.**