



City of Fall River Massachusetts

Office of the City Clerk

ALISON M. BOUCHARD
CITY CLERK

INÊS LEITE
ASSISTANT CITY CLERK

Genealogy Search Policy

Effective July 1, 2008

Searches of birth, marriage or death records will be made when time is available by personnel in this office upon completion of an application listing the information desired and all available details to assist in the search.

Vital record books and indexes from 1905 contain names of illegitimate persons which are impounded by law. Books prior to 1905 are the only original records in existence. It is very important that the integrity of these vital records be protected and this can only be assured while they are under the custody of office employees at all times.

When the search is complete, the applicant will be notified of the results upon payment of any remaining balance due.

If a record can be readily identified by the information supplied within a three year span, then a certified record will be issued and the balance of the deposit returned to the applicant. The minimum search fee applies to searches involving more than three years. The hourly rate is additionally applied after the first hour of research.

The date of the event can be confirmed verbally to the applicant. However, any other information from the record will be issued as a certified copy. All applicable fees, listed on the fee schedule, are applicable.

Genealogy Fee Schedule:

- **Birth, Marriage, Death Search Fee**
\$15 minimum due with application (form on reverse.) The \$15 search fee will be applied toward the first hour or fraction thereof of search time.
- **Hourly Rate, Applied After First Hour of Research**
\$15
- **Certified Copy of Each Record**
\$15
- **Mailed In Requests**
Additional \$5

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Genealogy Search Application

_____ date

Minimum fee of \$15.00 must accompany application. Cost of search will be the actual cost per hour of search time, but not less than \$15.00. Cost of certified copies plus processing fee of \$5.00 (for mail requests) will be in addition to search fees and payable with application; if no record is found, any certified copy fees will be returned to the applicant.

NAME	BIRTH, DEATH OR MARRIAGE	DATE OF EVENT	OTHER YEARS TO BE RESEARCHED
Father's name & place of birth (if known)		Mother's maiden name & place of birth (if known)	

_____ List any other data which may help to identify the record:

- Number & type of record requested _____ Certified copy \$15.00 (plus \$5.00 mail processing fee, if applicable)
- _____ Other (indicate data required and this will be listed on reverse side of this sheet and included in cost of search.
- _____ Certificate that no record could be found.

When search is completed, we will notify the applicant and will furnish copies or data requested upon payment of any additional fees that may be due. If no record can be found, a notation to that effect will be made.

NAME OF APPLICANT

ADDRESS

TEL. NO.