



Town of Newbury  
Office of the Town Clerk  
12 Kent Way  
Byfield, MA 01922  
Phone: (978) 465-0862  
Fax: (978) 572-122

## PUBLIC RECORD REQUEST FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Record(s) Request Information:

Record Name	Department, Board or Other (please specify)	Date(s)

Request Special Instructions (if any): \_\_\_\_\_

\_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

Certified copies of Vital Records are \$10.00 each. Make check payable to: Town of Newbury

If requesting by mail, include a self-addressed stamped envelope for return mailing.

\*\*\*\*\*Restrictions may apply to certain records\*\*\*\*\*