



VITAL RECORDS ORDER FORM GUIDELINES

- All inquiries must be made using the Vital Records Order Form.
- To ensure equitable service and to expedite your request we ask that no more than two vital records be requested at a time. Please wait for our response before sending additional an Vital Records Order Form.
- All requests must include an approximate date for the birth, marriage, or death sought. If you are unsure of the date, we ask that you include a reasonable period for the search as well as any additional data that will assist (parents' names, spouse, town/city of residence etc.)
- Requests for vital registrations occurring prior to 1800 must include the name of the city or town as no statewide index exist to facilitate a search of the early records.
- Certified Copies of State records (births, marriage & deaths recorded from 1853), will be provided at a cost of \$2.00 per record. Photocopies of corresponding original manuscripts as available/applicable will be provided at a cost of \$0.15 per page (B&W); \$0.50 (color). Please remit payment, cash or check made payable to the "Office of the Rhode Island Secretary of State"

****PLEASE DO NOT SEND MONEY****

**** YOU WILL BE NOTIFIED OF ANY CHARGES****

Note: R.I. Gen. Laws §§ [23-3-5.1](#) and [23-3-23](#) stipulate that all records of birth and marriage are closed for a period of one hundred (100) years. Death records are restricted for a period of fifty (50) years. Vital records currently available at the Rhode Island State Archives are as follows:

Births and Marriages:	1853 – 1918 (statewide index available)
Deaths:	1853 – 1968 (statewide index available)
Municipal Registrations:	Microfilm copies only. Original manuscripts maintained at the (pre-1853 notifications) local level. Requests for certified copies should be directed to the city or town clerk of record

Requests for State filings of birth & marriage 1919 to the present; deaths 1969 to the present, should be addressed to the Rhode Island Department of Health, Division of Vital Records, Three Capitol Hill, Room 101, Providence, RI 02908 (401) 222-2812, <http://www.health.ri.gov/records/>.



VITAL RECORDS ORDER FORM

VITAL RECORD REQUEST #1

Type of Record (select only one):

Birth

Marriage

Death

Name of Individual

First Name:

Middle Name:

Last Name:

Additional Information Required

Date of Event:

Place of Event:

Parents' Names:

Spouse's name:

VITAL RECORD REQUEST #2

Type of Record (select only one):

Birth

Marriage

Death

Name of Individual

First Name:

Middle Name:

Last Name:

Additional Information Required

Date of Event:

Place of Event:

Parents' Names:

Spouse's name:



Your Contact Information

First Name:

Last Name:

Street Address:

Address (Suite, Floor, Bldg, etc.):

City:

State:

Zip Code:

Telephone:

Email:

Email completed forms to statearchives@sos.ri.gov

ARCHIVES STAFF USE

Request Date	
Charges	
Staff Member	
Response Date	