
TOWN OF CANAAN
Denise Stetkis, Town Clerk
P.O. BOX 68
CANAAN, ME 04924
474-8682 FAX #207-612-2037

TOWN OF CANAAN, MAINE REQUEST FOR GENEALOGY SEARCH

We will try to process all requests within 10 business days. *If we are within two weeks of a State Election, please submit requests after the election.*

- Records prior to January 1892 are *completely open records* and can be issued to anyone requesting them.
- **Records that are **non-public records/confidential* you must prove your identity & lineage or legitimate interest in the record before you can obtain certified or non-certified copies:**

BIRTH (open/public record after 75 years from date of event)

MARRIAGE (open/public record after 50 years from date of event)

DEATH (open/public record after 25 years from date of event)

If applicable, please show your Maine Genealogical Researcher Card (*this entitles you to up to 3 non-certified copies of records per week at no cost*)

\$15 for Certified *Legal Certified* Copy, \$6 per additional copies same order

\$10- SEARCH FEE & 1 non- certified copy of a record

- \$1 – for each additional or photocopy of a the original record requested from the Clerk

If you are present in the office, please do not take or mark the index cards! If you believe there is an error, the Clerk can check the book for confirmation.

NAME OF PERSON REQUESTING SEARCH:

NAME: _____

ADDRESS: _____

PHONE #: _____ E-MAIL: _____

PLEASE PROVIDE AS MUCH INFORMATION FOR EACH SEARCH:

BIRTH, MARRIAGE, DEATH RECORDS:

Full name of person, any alternate names or spellings, maiden name, estimated dates, father's name, mother's maiden name, were they living in Canaan at the time?

*******PAYMENT MUST BE PROVIDED AT THE TIME THE SEARCH IS REQUESTED*******

Payment Type: Check, Money Order or Credit Card

If you are paying by money order or check, please make payable to the Town of Canaan and mail to P.O. Box 68, Canaan, ME 04924

Credit Card# _____ Exp. Date: _____ CVV Code: _____
(minimum merchant fee of 2.5% minimum \$1 for any transaction less than \$40)

Signature: _____

For **non-public records/ confidential**:

Please include a photocopy of a picture ID, Driver's License or Passport

For Office Use Only

Date Received: _____ Clerk Initials: _____ Date Paid: _____

ID Presented: _____ Remarks: _____

Additional Information for Applicants

Everyone must show a picture ID, driver's license or passport. Photocopies are acceptable.

If you are a descendant/family of the person named on the record, you must show proof of direct lineage to get a copy of the record (certified or not).

If you are not family (i.e. beneficiary, agent), you must present documentation showing a "direct and legitimate interest" in the record to get a copy (certified or not). If unable to show the required proof, you may apply for a Researcher Card through the State of Maine.

This is valid for non-certified copies of records only.

How would a person demonstrate direct lineage?

In order to prove direct lineage when requesting records concerning your parents or grandparents, a copy of your birth certificate will identify your parents and a copy of your parent(s)' birth certificate will identify your grandparent(s). If your parents were married, this document can be used to identify your grandparents as well.

Other acceptable forms of proof of direct lineage could include a hospital or physician's record of birth or death, a baptismal record, military records, court records, a newspaper engagement; marriage or birth announcement, an obituary or an affidavit.

How do I obtain a Genealogist's Researcher ID Card?

In order to obtain a genealogical research ID card you have to apply to the Maine Center for Disease Control and Prevention, Office of Data, Research and Vital Statistics. You can find a link for the application on the Vital Records website listed as Genealogical Research

Application: <http://www.maine.gov/dhhs/boh/phs/odrvs/vital-records/index.shtml>