

**City of Keene – New Hampshire**  
**Genealogical research policy**

The Keene City Clerk's Office has the ability to research genealogy for events occurring within the City of Keene. We require the name(s) and the date of the event in order to search for the record. **If a name or the date of the event is unknown, then the search would need to be completed by the State of New Hampshire\***. The search fee for the City of Keene is \$15.00 and is non-refundable.

**Open records which are available for genealogical research for family history purposes are defined as follows:**

<b>All birth records 100 years old and older</b>	<b>All marriage records 50 years old and older</b>	<b>All death records 50 years old and older</b>
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The City Clerk's Office will research genealogical records as quickly as practicable, with the understanding that other records requests of a more immediate need will take precedence. In all cases, the City Clerk's Office will be responsive to requests for genealogical research within 30 days of receipt of the request. All requests for genealogical research will be acknowledged in writing, and will include any pertinent information and/or records found.

<b>REQUESTOR INFORMATION</b>	
Date Requested:	
Name of Requestor:	
Address:	
Telephone:	Email Address:
Signature of Requestor: _____	

<b><u>REQUEST FOR BIRTH RECORD</u></b>	
Name at Birth:	
Date of Birth:	Place of Birth:
Father's Name:	
Mother's Maiden Name:	

**REQUEST FOR MARRIAGE RECORD**

**Name of Groom:**

**Bride's Maiden Name:**

**Date of Marriage:**

**Location of Marriage:**

**REQUEST FOR DEATH RECORD**

**Name of Decedent:**

**Date of Death:**

**Place of Death**

**FEES**

Each search requested is subject to a \$15.00 fee.  
Checks or money orders should be made payable to the City of Keene.

Total Fees Paid/Enclosed with Request:

\*The State of New Hampshire has all records for the entire state. Records that are open to the public, unrestricted include: Birth records 100 years old and older; and death, marriage and divorce records 50 years old and older. The State of New Hampshire has genealogical volunteers available Monday through Friday, from 8:30 – 3:30 PM, that will assist visitors in doing their own research of archived records in their facility located at 71 South Fruit Street, Concord, NH. The only cost for this self-serve research is the cost of a photocopy of the record. In order to make copies, you will need to bring quarters for the coin operated copier.

You may also mail in your genealogical research request to the State of New Hampshire. Requests may be mailed to New Hampshire Department of State, Division of Vital Records Administration, 71 South Fruit Street, Concord, NH 03301-2410. The State request form is available online at the following address: [NH-SOS - Request for Certificates](#). They do require a copy of photo ID along with the application. The cost will be \$15.00 for each record requested.