

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

The Keene City Clerk's Office has a local genealogist who performs research on a weekly basis. Our genealogist will research the City of Keene vital records to include births, deaths and marriages occurring within the City of Keene.

These searches are subject to a State mandated fee of \$15.00 per record, payable upon request. If a vital record is found and it falls between 1901 and 1948, a certified copy will be issued. If a vital record is found that occurred prior to 1901, a copy of the original filing will be made.

These searches are for vital events occurring in the City of Keene only. If upon researching the record, it is determined the event took place in another town or city, the \$15.00 fee is non-refundable.

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

<b>All birth records prior to 1901</b>	<b>All marriage records prior to 1948</b>	<b>All death records prior to 1948</b>
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This policy is for genealogical research only. If you require a vital record that falls within these time periods for purposes other than genealogy, the request will be processed immediately.

\*As an added service, our genealogist can also perform a much broader search to encompass County Courthouse records and Historical Society of Cheshire County records, such as: naturalization records, divorces, Justice of the Peace records, civil and criminal records, as well as Daughters of the American Revolution records. These additional searches are done at no charge to the requestor.

All requests for genealogical research will be acknowledged in writing, and will include any pertinent information and/or records obtained through the various research avenues noted above.

<b>REQUESTOR INFORMATION</b>	
Date Requested:	
Name of Requestor:	
Address:	
Telephone:	Email Address:
<input type="checkbox"/> *Please check here to indicate your interest in the expanded search which includes County Courthouse and Historical Society of Cheshire County Records.	
Signature of Requestor: _____	

**REQUEST FOR BIRTH RECORD**

**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:**