



TOWN OF SPENCER
Office of the Town Clerk
Memorial Town Hall
157 Main Street, Spencer, MA 01562

LAURA J. TORTI,
TOWN CLERK
Tel: 508-885-7500 x150
Fax: 508-885-7528
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Research Request

We ask that all research requests be made in writing or via email (ltorti@spencerma.gov).

The first 15 minutes of research will be done at no charge. Thereafter the fee is \$19.27 per hour based on the provisions of the Freedom of Information Act. Certified copies of vital records are \$7.00 each. Photocopies of other records are \$.20 per page for standard printing and at cost for specialty printing (blueprints, etc.).

Name: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Please provide as much information about the person or subject you are researching. The Clerk's Office will contact you within ten days of receiving your request and confirm whether or not we have information available. If the time required for completing the research will require payment, we will provide an estimate to you prior to beginning the work.

You may also schedule an appointment to visit the office and review public records on your own.

Please outline your request below. If needed, attach additional pages.
