

REQUEST FOR A CERTIFIED COPY OF A BIRTH RECORD FROM THE TOWN

Mail this request to the Town Vital Records office. For the address and phone number of Town Vital Records offices in Connecticut, please refer to our website at www.ct.gov/dph.

PLEASE PRINT

FULL NAME ON CERTIFICATE*: _____
FIRST MIDDLE LAST NAME

DATE OF BIRTH: ____/____/____ PLACE OF BIRTH: _____
MONTH DAY YEAR TOWN/CITY

MOTHER/PARENT: _____
FIRST MIDDLE LAST NAME (Include name prior to first marriage if applicable)

FATHER/PARENT: _____
FIRST MIDDLE LAST NAME (Include name prior to first marriage if applicable)

PERSON MAKING THIS REQUEST:

NAME: _____
FIRST MIDDLE LAST NAME

ADDRESS: _____
NUMBER/STREET/UNIT #

TOWN/CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NO: _____ E-MAIL ADDRESS: _____

SIGNATURE: X _____

RELATION TO PERSON NAMED ON CERTIFICATE: _____

REASON FOR MAKING REQUEST: _____

CERTIFICATE SIZE:

☐ FULL SIZE	☐ WALLET SIZE	TOTAL NUMBER OF COPIES:
\$20.00 EACH	The wallet size birth certificate contains less information than the full size certificate. It may not satisfy all proof of identification requirements such as those needed for a passport.	_____ X \$20.00 = \$ _____
		_____ X \$15.00 = \$ _____
NUMBER OF COPIES: _____	\$15.00 EACH	TOTAL: \$ _____
	NUMBER OF COPIES: _____	PLEASE DO <u>NOT</u> MAIL CASH.

Attach a copy of the requester's valid government issued photo ID or passport below:

Or two (2) forms of the following:

- Social security card
- Written verification of identity from employer
- Automobile registration
- Copy of utility bill showing name and address
- Voter's registration card

Please make sure to mail the completed request with the following requirements:

- ☐ Money order made payable to City/Town (check our website stated above)
- ☐ Current government issued photo ID
- ☐ (If applicable) verification of relationship to the registrant
(for example, an individual requesting his/her parent's birth certificate must provide a certified copy of his/her own birth certificate).

*If adopted, please provide your adoptive name and adoptive parents' information.

*If you had your name legally changed, please provide a copy of the court documents authorizing the name change.