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 the Town website or the DPH 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

FATHER'S FULL NAME: _____
FIRST MIDDLE LAST NAME

MOTHER'S MAIDEN NAME: _____
FIRST MIDDLE LAST NAME

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: _____

REQUEST TO THE TOWN

CERTIFICATE SIZE:

FULL SIZE	WALLET SIZE	TOTAL NUMBER OF COPIES:
$20.00 EACH NUMBER OF COPIES: _____	The wallet size birth certificate contains less information than the full size certificate. It does not satisfy the proof of identification requirements needed for a passport or a driver's license. $15.00 EACH NUMBER OF COPIES: _____	_____ X $20.00 = $ _____ _____ X $15.00 = $ _____ TOTAL: $ _____ Send Postal Money Order Only. Do Not Mail Cash or Personal Checks.

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

Or two (2) forms of the following:

- Social security (SS) card
- Paycheck Stub or a W-2 form that contains the SS #
- Current school or college photo ID
- Automobile registration
- Copy of utility bill or bank statement showing name and address
- See website ct.gov\dph for other forms of ID accepted

Please mail the completed request with the following required documents:

Money order made payable to City/Town (refer to the Town or DPH website cited 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 the requester had a legal name change, please provide a copy of the court documents authorizing the name change.