

**The following are ways to request Certified Copies of Birth Certificates, Death Certificates, or Marriage Certificates:**

**Mail**

Fill out the following Request form and mail it to the East Lyme Town Clerk, PO Box 519, Niantic CT 06357. If you are paying by check please make it payable to East Lyme Town Clerk. If you are paying by credit card complete the attached Credit Card Authorization Form and return it with the request. Provide a copy of your ID with the request. We will mail out the Certified Copy the day we receive your request.

**E-Mail**

Fill out the following Request form, the Credit Card Authorization form, and email them along with a copy of your ID to the East Lyme Town Clerk, [kgalbo@eltownhall.com](mailto:kgalbo@eltownhall.com). We will mail out the Certified Copy the day we receive the request.

**In Person**

Fill out the request form, you may come into our office at East Lyme Town Hall, 108 Pennsylvania Avenue, Niantic CT Monday through Friday 8:00 a.m. to 4:00 p.m.

If you have any questions please contact the East Lyme Town Clerk's office at 860-739-6931 ext. 1135.

**Karen Miller Galbo  
East Lyme Town Clerk**

# 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 Town Directory.

**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: _____		

**CERTIFICATE SIZE:**

<p><b>FULL SIZE</b></p> <p><b>\$20.00 EACH</b></p> <p>NUMBER OF COPIES: _____</p>	<p><b>WALLET SIZE</b></p> <p>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.</p> <p><b>\$15.00 EACH</b></p> <p>NUMBER OF COPIES: _____</p>	<p><b>TOTAL NUMBER OF COPIES:</b></p> <p>_____ X \$20.00 = \$ _____</p> <p>_____ X \$15.00 = \$ _____</p> <p><b>TOTAL: \$ _____</b></p> <p style="background-color: black; color: white; padding: 2px; font-size: small;">Send Postal Money Order Only. Do Not Mail Cash or Personal Checks.</p>
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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](http://ct.gov/dph) for other forms of ID accepted

Please mail the completed request with the following required documents:

- Check or**
- 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.

## Requesting a Certified Copy of a Birth Certificate from Town

### For births occurring on or after January 1, 2003:

You may request a certified copy of the birth certificate from any town vital records office or the State Vital Records Office.

### For a birth occurring prior to January 1, 2003:

You may request a certified copy of the birth certificate **ONLY** from the following:

- The town vital records office of the town where the birth occurred, or
- The town of the mother's residence at the time of birth, or
- The State Vital Records Office.

### Who Can Request a Certified Copy of a Birth Certificate?

Birth records are confidential records and are not open to the general public (except for those that are at least 100 years old). You must be able to document that you are related to the registrant to be eligible to receive the certificate. You are eligible if:

- You are the registrant and you are at least 18 years old or an emancipated minor
- You are the parent, legal guardian, grandparent, spouse, child, or grandchild over 18 years of age
- You are an attorney-at-law representing an eligible party, approved state or federal agency, or a member of an incorporated genealogical society authorized to conduct business in the State of Connecticut (see the Connecticut State Library for more information)
- The birth record is at least 100 years old

**If you are requesting a birth certificate for someone other than yourself or your child**, you will need to submit proof verifying your relationship to the person whose birth certificate you are requesting. For example:

- If you are requesting the birth certificate of your parent, you must submit a copy of your own birth certificate in order to prove the parent/ child relationship.
- If you have had your name legally changed by a court decree and your birth certificate does not reflect your new name, you must submit a **copy** of the court order verifying the legal name change.

### Checklist for Obtaining a Certified Copy of a Birth Certificate

- Make sure that you are eligible to obtain the birth certificate
- Complete the application
- Include your photo ID
- Provide documentation proving that you are entitled to obtain the birth certificate (only applicable if the requester is not the birth registrant or a parent listed on the birth certificate)
- Include the applicable fee

# Town of

108 Pennsylvania Avenue  
P.O. Box 519  
Karen Miller Galbo  
Office of the Town Clerk



# East Lyme

Niantic, Connecticut 06357  
Phone (860) 691-4100  
Fax (860) 739-6930  
kgalbo@eltownhall.com

## **CREDIT CARD/DEBIT CARD/ELECTRONIC CHECK (ACH) AUTHORIZATION FORM FOR CERTIFIED COPY OF BIRTH, DEATH, OR MARRIAGE CERTIFICATE**

**Please Be Aware of the Following Fees for the use of Credit Cards/Debit Cards/Electronic Checks, these fees will be added to the \$20.00 fee for the Certified Copy Being Requested:**

**Credit Cards: 2.50% with a minimum of \$2.00**

**Debit Cards: \$3.50 Flat Fee**

**Electronic Checks (ACH): \$2.00 Flat Fee**

### **CARDHOLDER INFORMATION:**

Name: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

City, State, Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address (If different than billing address) \_\_\_\_\_

Telephone: \_\_\_\_\_

I authorize a one-time charge against my credit card/debit card/electronic check for the services requested:

### **CARD INFORMATION:**

Type of Card? Debit \_\_\_\_\_ Credit \_\_\_\_\_

MasterCard \_\_\_\_\_

Visa \_\_\_\_\_

American Express \_\_\_\_\_

Discover Card \_\_\_\_\_

Number: \_\_\_\_\_

Expiration Month and Year: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Security Code: \_\_\_\_\_

### **If using Electronic Check:**

Bank Routing Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Account Holder's Signature: \_\_\_\_\_