

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. 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**

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH (DPH)

Request for a Certified Copy of a Death Certificate from the Town of Death Vital Records Office

VS-39DTW Revised: 9/6/2011

PLEASE PRINT

~~NO POSTAL CASH OR PERSONAL CHECKS~~

| | | | |
|--|--------------------------------------|--|---------------------------------------|
| * Full Name of Deceased: (First, Middle, Last): | | SEX <input type="checkbox"/> M <input type="checkbox"/> F | Date of Death: (Month/Day/Yr): |
| Town of Death: | Date of Birth (Month/Day/Yr): | Place of Birth (Town, State or Country): | |
| Father's Name: | Mother's Name: | If Married, Spouse's Name | |

Person Requesting the Death Certificate:

Name:

First Middle Last Name

Address:

Number Street Town/City State Zip Code

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Relationship to Deceased: ** _____

Telephone No. _____

E-mail address (optional) _____

Signature: X _____

Intended Use of Certified Copy (e.g. Benefits, Genealogy, etc.) _____

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Note: Per CT law (C.G.S. §7-51A), for deaths occurring on or after July 1, 1997, only the Funeral Director and the surviving spouse or next of kin may obtain a copy of the death certificate with the decedent's Social Security number listed on the death certificate. All other requesters will receive a certified copy without the decedent's Social Security number.

If eligible, do you want the decedent's Social Security number on the copy of the certificate? No: _____ Yes: _____

One Time Fee Waiver for A Copy of a Veteran's Death Certificate:

Effective 10/1/2011, CT law (C.G.S. §7-74 (c)) allows the spouse, child or parent of a deceased veteran to obtain one (1) free copy of the deceased's death certificate provided the requester presents a copy of their valid Government issued photo I.D. and proof of their relationship to the deceased. Examples of proof of relationship include a marriage certificate for a spouse, one's own birth certificate, if a child of the deceased, or the deceased's birth certificate, if a parent of the deceased.

Are you requesting the one time waiver of the \$20.00 fee and enclosing required documentation? No: _____ Yes: _____

The fee will be waived only if the request includes the required valid ID, proof of relationship to the veteran, and if the veteran status is indicated on the death certificate.

The fee for a copy of a Death Certificate from the State or Town is \$ 20.00 per copy. ~~Personal checks are not accepted.~~

of Copies Requested: _____ Amount Enclosed: \$ _____ Fee Waiver Request: _____

Please mail this request ~~with a Postal Money Order made payable to~~ to the **City or Town of death**. For town contact information, refer to the **Town Vital Records Directory** on the Department of Public Health's Vital Records website.

* **Note:** Copies of death or marriage certificates for events that occurred less than 4 months prior to the date of the request should be sent to the Vital Records office in the town of the event. Refer to our website at www.ct.gov/dph for town contact information.

Request a Certified Copy of a Death Certificate from Town

A certified copy of a Connecticut death certificate may be purchased for a fee by anyone at least 18 years old. There are a few restricted fields on the death certificates, including the decedent's social security number that can only be accessed by the decedent's spouse or next of kin. If you need a copy of the death certificate with the social security number on the certificate, you will need to provide proof of identity and proof of the relationship that allows you to obtain the death certificate with this information.

Checklist for Obtaining a Certified Copy of a Death Certificate:

- Make sure that you are eligible to obtain the death certificate
- Complete the application
- Include the applicable fee

One Time Fee Waiver for A Copy of a Veteran's Death Certificate

Connecticut law allows the spouse, child or parent of a deceased veteran to obtain one (1) free certified copy of the decedent's death certificate provided the requesting family member presents a copy of their valid government issued photo I.D. and proof of their relationship to the deceased. Examples of acceptable proof of relationship include a marriage certificate for a spouse, one's own birth certificate, if a child of the deceased, or the deceased's birth certificate, if a parent of the deceased. If eligible for the one time waiver, request it on the Application to Request a Death Certificate form and submit the required identification and documentation to the town or State Vital Records office.

The fee will be waived for the requesting family member only if the request includes the required valid ID, proof of relationship to the veteran, **and if the veteran status** is indicated on the death certificate.

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: _____