

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**

Request for a Certified Copy of Marriage Record from the Town/City Vital Records

VS-39M Revised: 9/10/2009

Mail this request to the Town Vital Records office. For the address and phone number of Town Vital Record offices in Connecticut, please refer to our DPH Town Directory

PLEASE PRINT

DO NOT MAIL CASH

Groom/Spouse	<u>Full Legal Name Before Marriage</u>		
	First	Middle	Last
Bride/Spouse	<u>Full Legal Name Before Marriage</u>		
	First	Middle	Last
Date of Marriage * (Month/Day/Year)		Town of Marriage	

PLEASE NOTE: In accordance with C.G.S. §7-51A, only the bride, groom or spouse listed on the marriage certificate or other persons authorized by the Department of Public Health, shall be issued a certified copy of a marriage certificate containing the Social Security numbers of the bride, groom or spouse. All other requesters will receive a certified copy of the marriage certificate without the social security numbers.

PERSON MAKING THIS REQUEST:

Name:

First Middle Last

Address:

Number Street

Town/City: _____ **State:** _____ **Zip Code:** _____

Telephone No.: _____ **E-Mail Address: (optional):** _____

Relation to Person Named in Certificate _____

Signature: _____

The fee for a copy of Marriage Certificate at the State or Town is \$20.00 per copy.

Number of Copies Requested: _____ **Amount Enclosed: \$** _____

FEE: \$20.00 PER COPY. Remit a *check or money order* made payable to the *City/Town*

~~Postal Money Order~~
~~Personal Checks are not accepted~~

Mail this request to the *City/Town* (for town contact information, refer to our website at www.ct.gov/dph).

*** 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.

Requesting a Certified Copy of a Marriage Record from Town

To obtain a certified copy of a marriage certificate, you must submit your request to the vital records office of the town where the marriage occurred, the town(s) where the parties to the marriage resided at the time of the marriage, or from the State Vital Records Office.

Who Can Request A Certified Copy Of A Marriage *Certificate*?

A certified copy of a marriage certificate may be purchased for a fee by anyone who is at least 18 years old. All information on the marriage certificate is available to the requester, except the social security numbers of the spouses. Copies of marriage certificates that include the spouse's social security numbers will only be issued to the parties to the marriage. If you are requesting a copy of the marriage certificate with the social security numbers on the certificate, you will need to provide proof of identity that you are one of the parties named on the marriage certificate.

Checklist for Obtaining a Marriage Certificate:

- Complete the application
- Include the applicable fee
- Make sure that you are eligible to obtain the marriage 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: _____