

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. Once all paperwork is completed and payment is made we will mail the certified copy to the requestor.

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 and the Assistant Town Clerk bstevens@eltownhall.com. Once all paperwork is completed and payment is made we will mail the certified copy to the requestor.

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 Thursday 8:00 a.m. to 5:00 p.m. and on Friday 8:00 a.m. to 11:30 a.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

TOWN OF EAST LYME
Registrar of Vital Statistics

Death Certificate Request Form - Page 1 of 2

PLEASE PRINT CLEARLY

Step 1. Information about the person who died:

Full Name (First, Middle, Last): _____

Date of Death: _____ Town Where Death Happened: _____

Date of Birth: _____

Place of Birth (State or Country): _____

Mother's/Parent's Full Name: _____

Father's/Parent's Full Name: _____

If married when they died, Spouse's Full Name: _____

Step 2. Your information:

Your Full Name: _____

Your Address: _____
Street, Apt/Unit, City/Town, State, Zip Code, Country (if outside U.S.)

Your Phone Number: _____

Your Email (optional): _____

Step 3. Your relationship to the person

Check one box:

Any Person 18 years of age or older Genealogist
 Informant Next of Kin Surviving Spouse

IMPORTANT: If the person died on or after July 1, 1997, only the informant named on the certificate, the surviving spouse, and next of kin, can get a copy with the Social Security Number.

Do you want the Social Security Number on the copy?

No:

Yes: If you check yes, you must show proof of identity and proof of your relationship.
If you are the informant or surviving spouse, your name must be on the certificate.

If you do not provide proof, you will get a copy without the Social Security Number.

Sign Here: _____

STATE OF CONNECTICUT

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Step 4. Choose the type of copy and number of copies

Veteran Fee Waiver:

If the person was a veteran, the spouse, child, or parent can get **ONE** free copy.
The death certificate has to say the person was a veteran.

You must include a valid photo ID and proof of relationship (examples: birth certificate shows you as child or parent, death certificate shows you as spouse)

Are you asking for the free copy?

No, then select the type of death certificate and number of copies below
 Yes, One Long Form **Yes**, One Short Form

If you apply for the **one** free veteran copy and want more copies, fill out another application for those and include your payment.

If you requested the one free veteran copy, skip to Step 5.

Select Type of Copy and Number of Copies

Each certified copy is \$20.00.

Long Form Death Certificate Number of long form copies: _____
(Available for deaths from earliest date in town records to present)

Short Form Death Certificate Number of short form copies: _____
(Available for deaths from January 01, 2021, to present)

Step 5. Payment

Make a Money Order or Check payable to:

East Lyme Town Clerk
(DO NOT MAIL CASH)

Amount Enclosed: \$

Or Fill out the Attached Credit Card Authorization

Step 6. Where to send your application

Mail this form, payment, and documents to:

EAST LYME TOWN CLERK

PO BOX 519

NIANTIC, CT 06357

kgalbo@eltownhall.com or bstevens@eltownhall.com

Town of

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



East Lyme

Niantic, Connecticut 06357
(860) 739-6931 ext. 1135
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: _____