

**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](mailto:kgalbo@eltownhall.com) and the Assistant Town Clerk [bstevens@eltownhall.com](mailto: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**

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

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 website at [www.ct.gov/dph.com](http://www.ct.gov/dph.com).

PLEASE PRINT

DO NOT MAIL CASH

Groom/Spouse	Full Legal Name Before Marriage		
	First	Middle	Last
Bride/Spouse	Full Legal Name Before Marriage		
	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 Name

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: \$

\$20 Per Copy

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

# 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: \_\_\_\_\_