

STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH/ VITAL RECORDS

REQUEST FORM FOR COPY OF ORIGINAL BIRTH CERTIFICATE OF ADOPTED PERSON from the TOWN OF WINDSOR LOCKS

An adopted person who is at least 18 years old, or the adopted person's adult child or grandchild may use this form to request the original birth certificate of the adopted person.

All other person's seeking to obtain a copy of the adopted person's original birth certificate must obtain a court order.

Original records of adopted persons may be stored off-site and may not be immediately available for walk-in service. Contact the Town where adopted person was born for information or complete and mail this form with payment to the City of Birth.

ADOPTION INFORMATION (Please Print)

ADOPTIVE NAME: \_\_\_\_\_  
FIRST MIDDLE LAST NAME

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_  
MONTH DAY YEAR TOWN/CITY

ADOPTIVE MOTHER'S/ ADOPTIVE PARENT NAME: \_\_\_\_\_  
FIRST MIDDLE LAST NAME (MAIDEN if applicable)

ADOPTIVE FATHER'S/ADOPTIVE PARENT NAME: \_\_\_\_\_  
FIRST MIDDLE LAST NAME (MAIDEN if applicable)

PERSON MAKING THIS REQUEST:

NAME: \_\_\_\_\_  
FIRST MIDDLE LAST NAME

ADDRESS: \_\_\_\_\_  
NUMBER STREET

TOWN/CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ E-MAIL ADDRESS (optional): \_\_\_\_\_

SIGNATURE: **X** \_\_\_\_\_

RELATION TO PERSON NAMED IN CERTIFICATE: \_\_\_\_\_

REASON FOR MAKING REQUEST: \_\_\_\_\_

- SUBMIT A COPY OF CURRENT PHOTO IDENTIFICATION (Ex: valid driver's license, passport, state issued ID)
- IF YOU ARE THE ADOPTED PERSON'S ADULT CHILD OR GRANDCHILD, SEND DOCUMENTATION VERIFYING RELATIONSHIP TO REGISTRANT (Ex: birth certificates)
- SEND COURT ORDER IF APPLICABLE
- SEND MONEY ORDER IN THE AMOUNT OF **\$65.00** MADE PAYABLE TO TOWN OF BIRTH. DO NOT SEND CASH
- MAIL REQUEST AND **\$65.00** PAYMENT TO:

FOR CITY/TOWN ADDRESS INFORMATION

Please refer to the Town Website or

CT DPH website: <https://portal.ct.gov/dph/vital-records/contact-us>

## **REQUESTING A BIRTH CERTIFICATE FOR A PERSON WHO WAS ADOPTED**

### **How Do I Request an Uncertified Copy of an Original Birth Certificate of an Adopted Person?**

If a new birth certificate is created at the time a person is adopted, the original birth certificate is sealed in a confidential file.

Certain persons are eligible to obtain an uncertified copy of an original birth certificate of an adopted person without a court order. To be eligible you must be the person named on the original birth certificate and at least 18 years old, or such person's adult child or grandchild.

Uncertified copies of original birth certificates are for informational purposes only. It is a superseded certificate that has no legal purpose. It cannot be used for legal proof of identity or as a substitute for an official certified birth certificate.

- If you are eligible to request a copy of an original birth certificate without a court order, complete the [Application For Copy of Original Birth Certificate for Adult Adoptees](#)  
Submit the completed application to the local registrar of the town where the adopted person was born along with a photocopy of a government issued photographic identification, such as a driver's license, passport, or other government issued photo ID. Do not submit originals. Also, send the applicable fee (\$65). If you are the adopted person's adult child or grandchild, you must also send documentation (such as a birth certificate) verifying the relationship to the registrant.
- Any person other than the adopted person, or the adopted person's adult child or grandchild must obtain a court order allowing the release of the original birth record. After receiving the court order, follow the directions on how to order an original certificate of an adopted person mentioned above. Be sure to include the original court order along with your application.

Requests for Original Birth Certificates of Adopted Persons are processed by the local registrar of the town where the person was born. Original records of adopted persons may be stored off-site and may not be immediately available for walk-in service at the local registrar office. Contact the Town where adopted person was born for information or complete and mail this form with payment to Town of Birth. You should contact the CT Department of Public Health if the town where person was born is unable to locate an original birth certificate. The \$65 fee will be returned to the requester if record is not found.

### **Health History of Biological Family**

Health History information related to the adopted person's birth family may be available at the Department of Children and Families. Also, there may be a form on file at the Department of Children and Families indicating whether a birth parent would like to have contact with the adopted person, or the adopted person's child or grandchild. To find out whether this information is available and to obtain this information go to the [Department of Children and Families website](#) or contact them at:

DCF/ Adoption Search Unit  
505 Hudson Street, 10<sup>th</sup> Floor  
Hartford, Connecticut 06106  
(860) 550-6582