# REQUEST FOR A CERTIFIED COPY OF A BIRTH RECORD FROM THE TOWN

**Mail this request to the Town Vital Records office. For the address and phone number of Town Vital Records offices in Connecticut, please refer to the Town website or the DPH website at www.ct.gov/dph.**

**PLEASE PRINT**

**FULL NAME ON CERTIFICATE*:** _____
FIRST MIDDLE LAST NAME

**DATE OF BIRTH:** _____/_____/_____ (MONTH DAY YEAR) **PLACE OF BIRTH:** _____ (TOWN/CITY)

**FATHER'S FULL NAME:** _____
FIRST MIDDLE LAST NAME

**MOTHER'S MAIDEN NAME:** _____
FIRST MIDDLE LAST NAME

**PERSON MAKING THIS REQUEST:**

**NAME:** _____
FIRST MIDDLE LAST NAME

**ADDRESS:** _____
NUMBER/STREET/UNIT #

**TOWN/CITY:** _____ **STATE:** _____ **ZIP CODE:** _____

**TELEPHONE NO:** _____ **E-MAIL ADDRESS:** _____

**SIGNATURE: X**_____

**RELATION TO PERSON NAMED ON CERTIFICATE:** _____

**REASON FOR MAKING REQUEST:** _____

**CERTIFICATE SIZE:**

| FULL SIZE | WALLET SIZE | TOTAL NUMBER OF COPIES: |
|---|---|---|
| **$20.00 EACH**<br><br>NUMBER OF COPIES: _____ | The wallet size birth certificate contains less information than the full size certificate. It does not satisfy the proof of identification requirements needed for a passport or a driver's license.<br>**$15.00 EACH**<br><br>NUMBER OF COPIES: _____ | _____ X $20.00 = $ _____<br>_____ X $15.00 = $ _____<br>TOTAL: $ _____<br><br>**Send Postal Money Order Only. Do Not Mail Cash or Personal Checks.** |

**Attach a copy of the requester's valid government issued photo ID or passport below:**

**Or two (2) forms of the following:**

- Social security (SS) card
- Paycheck Stub or a W-2 form that contains the SS #
- Current school or college photo ID
- Automobile registration
- Copy of utility bill or bank statement showing name and address
- See website ct.gov\dph for other forms of ID accepted

**Please mail the completed request with the following required documents:**

Money order made payable to City/Town (refer to the Town or DPH website cited above)

Current government issued photo ID

(If applicable) verification of relationship to the registrant (for example, an individual requesting his/her parent's birth certificate must provide a certified copy of his/her own birth certificate).

*If adopted, please provide your adoptive name and adoptive parents' information.

*If the requester had a legal name change, please provide a copy of the court documents authorizing the name change.

*Birth Request form from Town Rev. 5-2012*