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 our website at www.ct.gov/dph.

PLEASE PRINT

FULL NAME ON CERTIFICATE*:
FIRST MIDDLE LAST NAME

DATE OF BIRTH: __________ / __________ / __________ PLACE OF BIRTH: ________________________________
MONTH DAY YEAR 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

$20.00 EACH

☐ WALLET SIZE

The wallet size birth certificate contains less information than the full size certificate. It may not satisfy all proof of identification requirements such as those needed for a passport.

$15.00 EACH

TOTAL NUMBER OF COPIES:

_____ X $20.00 = $ _____

_____ X $15.00 = $ _____

TOTAL: $ ______

Please do not mail cash.

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

Or two (2) forms of the following:

- Social security card
- Written verification of identity from employer
- Automobile registration
- Copy of utility bill showing name and address
- Voter’s registration card

Please make sure to mail the completed request with the following requirements:

☐ Money order made payable to City/Town (check our website stated 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 you had your name legally changed, please provide a copy of the court documents authorizing the name change.

VS-39B REV 8/09