

**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 Town Directory](#).

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 <u>MAIDEN</u> 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:
<b>\$20.00 EACH</b>	<b>\$15.00 EACH</b>	_____ X \$20.00 = \$ _____
NUMBER OF COPIES: _____	NUMBER OF COPIES: _____	_____ X \$15.00 = \$ _____
		TOTAL: \$ _____
		<b>Send Postal Money Order Only. Do Not Mail Cash or Personal Checks.</b>

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](http://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.

## Requesting a Certified Copy of a Birth Certificate from Town

### For births occurring on or after January 1, 2003:

You may request a certified copy of the birth certificate from any town vital records office or the State Vital Records Office.

### For a birth occurring prior to January 1, 2003:

You may request a certified copy of the birth certificate **ONLY** from the following:

- The town vital records office of the town where the birth occurred, or
- The town of the mother's residence at the time of birth, or
- The State Vital Records Office.

### Who Can Request a Certified Copy of a Birth Certificate?

Birth records are confidential records and are not open to the general public (except for those that are at least 100 years old). You must be able to document that you are related to the registrant to be eligible to receive the certificate. You are eligible if:

- You are the registrant and you are at least 18 years old or an emancipated minor
- You are the parent, legal guardian, grandparent, spouse, child, or grandchild over 18 years of age
- You are an attorney-at-law representing an eligible party, approved state or federal agency, or a member of an incorporated genealogical society authorized to conduct business in the State of Connecticut (see the Connecticut State Library for more information)
- The birth record is at least 100 years old

**If you are requesting a birth certificate for someone other than yourself or your child**, you will need to submit proof verifying your relationship to the person whose birth certificate you are requesting. For example:

- If you are requesting the birth certificate of your parent, you must submit a copy of your own birth certificate in order to prove the parent/ child relationship.
- If you have had your name legally changed by a court decree and your birth certificate does not reflect your new name, you must submit a **copy** of the court order verifying the legal name change.

### Checklist for Obtaining a Certified Copy of a Birth Certificate

- Make sure that you are eligible to obtain the birth certificate
- Complete the application
- Include your photo ID
- Provide documentation proving that you are entitled to obtain the birth certificate (only applicable if the requester is not the birth registrant or a parent listed on the birth certificate)
- Include the applicable fee