

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

MOTHER/PARENT: _____

FIRST
MIDDLE
LAST NAME(Include name prior to first marriage if applicable)

FATHER/PARENT: _____

FIRST
MIDDLE
LAST NAME(Include name prior to first marriage if applicable)

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:

<input type="checkbox"/> FULL SIZE <p style="text-align: center; font-size: 1.2em;">\$20.00 EACH</p> <p>NUMBER OF COPIES: _____</p>	<input type="checkbox"/> WALLET SIZE <div style="background-color: #ffff00; padding: 2px; font-size: 0.8em;"> 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. </div> <p style="text-align: center; font-size: 1.2em;">\$15.00 EACH</p> <p>NUMBER OF COPIES: _____</p>	<p>TOTAL NUMBER OF COPIES:</p> <p>_____ X \$20.00 = \$ _____</p> <p>_____ X \$15.00 = \$ _____</p> <p style="text-align: center;">TOTAL: \$ _____</p> <p style="text-align: center;">PLEASE DO <u>NOT</u> MAIL CASH.</p>
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<p>Attach a copy of the <u>requester's</u> valid government issued photo ID or passport below:</p> <p>Or two (2) forms of the following:</p> <ul style="list-style-type: none"> - Social security card - Written verification of identity from employer - Automobile registration - Copy of utility bill showing name and address - Voter's registration card 	<p>Please make sure to mail the completed request with the following requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check or Money order made payable to: WATERFORD TOWN CLERK <input type="checkbox"/> Current government issued photo ID <input type="checkbox"/> (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)
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*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.