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

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