

MAIL REQUEST TO: TOWN CLERK'S OFFICE  
302 MAIN STREET  
OLD SAYBROOK, CT 06475

## 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](http://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

**\$20.00 EACH**

NUMBER OF COPIES: \_\_\_\_\_

☐ 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**

NUMBER OF COPIES: \_\_\_\_\_

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

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★ \*If you had your name legally changed, please provide a copy of the court documents authorizing the name change ★