

# 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 Record offices in Connecticut, please refer to the State of CT website at [portal.ct.gov/DPH](http://portal.ct.gov/DPH). For the town Berlin mail to:

BERLIN TOWN CLERK – 240 KENSINGTON ROAD – BERLIN, CT 06037

**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 THE REQUEST:**

NAME:		
FIRST	MIDDLE	LAST NAME
ADDRESS:		
NUMBER/STREET/UNIT		
TOWN/CITY:	STATE:	ZIP CODE:
TELEPHONE NO:	E-MAIL ADDRESS:	
SIGNATURE:		
RELATION TO PERSON NAMED ON CERTIFICATE:		
REASON FOR MAKING REQUEST:		

**CERTIFICATE SIZE:**

<input type="checkbox"/> <b>FULL SIZE</b>  <b>\$20.00 EACH</b>  NO. OF COPIES: _____	<input type="checkbox"/> <b>WALLET SIZE</b>  <b>\$15.00 EACH</b> The wallet size birth certificate contains less information than the full size certificate. It <b>does not</b> satisfy proof of identification requirements needed for a passport or driver's license.  NO. OF COPIES: _____	<b>TOTAL NO. OF COPIES:</b> _____ X \$20.00 = \$ _____  _____ X \$15.00 = \$ _____  <b>TOTAL: \$ _____</b>  <b><i>PLEASE DO NOT MAIL CASH</i></b>
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Attach a copy of the <u>requester's</u> valid government issued photo ID or passport, see below:  Or two (2) forms of the following: <ul style="list-style-type: none"> <li>– Social Security card</li> <li>– Paycheck stub or W2 that contains SS#</li> <li>– Automobile registration</li> <li>– Copy of utility bill showing name and address</li> <li>– Current school/college ID</li> <li>– Visit <a href="http://portal.ct.gov/DPH">portal.ct.gov/DPH</a> for other acceptable forms</li> </ul>	Please make sure to mail the completed request with the following requirements: <ul style="list-style-type: none"> <li><input type="checkbox"/> Check/Money order made payable to Town Clerk</li> <li><input type="checkbox"/> Current government issued photo ID</li> <li><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).</li> </ul>
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\* If adopted, please provide 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.  
 \* If current ID shows married name, please provide a copy of your marriage license.