

**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. For the town Berlin mail to:
BERLIN TOWN CLERK – 240 KENSINGTON ROAD – BERLIN, CT 06037**

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

NAME: _____

FIRST	MIDDLE	LAST NAME
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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:

<input type="checkbox"/> FULL SIZE \$20.00 EACH NO. OF COPIES: _____	<input type="checkbox"/> WALLET SIZE \$15.00 EACH The wallet size birth certificate contains less information than the full size certificate. It does <u>not</u> satisfy proof of identification requirements needed for a passport or driver's license. NO. OF COPIES: _____	TOTAL NO. OF COPIES: _____ X \$20.00 = \$ _____ _____ X \$15.00 = \$ _____ TOTAL: \$ _____ <i>PLEASE DO <u>NOT</u> MAIL CASH</i>
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"> – Social Security card – Paycheck stub or W2 that contains SS# – Automobile registration – Copy of utility bill showing name and address – Current school/college ID – Visit portal.ct.gov/DPH for other acceptable forms 		Please make sure to mail the completed request with the following requirements: <ul style="list-style-type: none"> <input type="checkbox"/> Check/Money order made payable to 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).

*** If current ID shows married name, please provide a copy of your marriage license.**