

STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH
 VITAL RECORDS SECTION, CUSTOMER SERVICES
 410 CAPITOL AVENUE, MS #11VRS
 P.O. BOX 340308
 HARTFORD, CT 06134-0308

REQUEST FOR A CERTIFIED COPY OF A BIRTH RECORD FROM THE STATE

FEE: \$30.00 PER COPY. REMIT MONEY ORDER MADE PAYABLE TO: 'TREASURER, STATE OF CT'

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	WALLET SIZE	TOTAL NUMBER OF COPIES:
NUMBER OF COPIES: _____	<p style="font-size: small;">The wallet size birth certificate contains less information than the full size certificate. It does not satisfy the proof of identification requirements needed for a passport or driver's license.</p> NUMBER OF COPIES: _____	_____ X \$30.00 = \$ _____ SEND POSTAL MONEY ORDER ONLY DO NOT MAIL CASH OR PERSONAL CHECKS - THEY WILL NOT BE ACCEPTED.

Attach a copy of the requester's valid government issued photo ID or passport below:

Or two (2) forms of the following:

- Social security (SS) card
- Paycheck Stub or a W-2 form showing SS #
- Current school or college photo ID
- Automobile registration
- Copy of utility bill or bank statement showing name and address
- [See our website ct.gov/dph](http://ct.gov/dph) for other forms of ID accepted

Please mail the completed request with the following requirements:

- Money order made payable to 'Treasurer, State of CT'
- 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.

Birth Request REV 5-19

*If the requester had a legal name change, please provide a copy of the court documents authorizing the name change.

Requesting a Certified Copy of a Birth Record from the State

Who Can Request a Certified Copy of a Birth Certificate?

Birth records are confidential records and are not open to the general public (except for those that are at least 100 years old). You must be able to document that you are related to the registrant to be eligible to receive the certificate.

You are eligible if:

- You are the registrant and you are at least 18 years old or an emancipated minor
- You are the parent, legal guardian, grandparent, spouse, child, or grandchild over 18 years of age
- You are an attorney-at-law representing an eligible party, approved state or federal agency, or a member of an incorporated genealogical society authorized to conduct business in the State of Connecticut (see the Connecticut State Library for more information)
- The birth record is at least 100 years old

If you are requesting a birth certificate for someone other than yourself or your child, you will need to submit proof verifying your relationship to the person whose birth certificate you are requesting. For example:

- If you are requesting the birth certificate of your parent, you must submit a copy of your own birth certificate in order to prove the parent/ child relationship.
- If you have had your name legally changed by a court decree and your birth certificate does not reflect your new name, you must submit a copy of the court order verifying the legal name change.

Checklist for Obtaining a Certified Copy of a Birth Certificate

Make sure that you are eligible to obtain the birth certificate

- Complete the application
- Include your photo ID
- Provide documentation proving that you are entitled to obtain the birth certificate (only applicable if the requester is not the birth registrant or a parent listed on the birth certificate)
- Include the applicable fee