

# REQUEST FOR A CERTIFIED COPY OF A BIRTH RECORD FROM THE TOWN

**Bring or mail this request to Vital Statistics, Town Clerk, 501 Main Street South, Southbury, CT 06488.  
For other Vital Records offices in Connecticut, please refer to the DPH website at [www.ct.gov/dph](http://www.ct.gov/dph).**

PLEASE PRINT

FULL NAME ON CERTIFICATE*:		
FIRST	MIDDLE	LAST NAME
DATE OF BIRTH:	/	PLACE OF BIRTH:
MONTH	DAY	TOWN/CITY
YEAR		
FATHER'S FULL NAME:		
FIRST	MIDDLE	LAST NAME
MOTHER'S <u>MAIDEN</u> 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:**

<p><b>FULL SIZE</b></p> <p><b>\$20.00 EACH</b></p> <p>NUMBER OF COPIES: _____</p>	<p><b>WALLET SIZE</b></p> <div style="background-color: #ffff00; padding: 5px; 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 a driver's license.                 </div> <p><b>\$15.00 EACH</b></p> <p>NUMBER OF COPIES: _____</p>	<p><b>TOTAL NUMBER OF COPIES:</b></p> <p>_____ X \$20.00 = \$ _____</p> <p>_____ X \$15.00 = \$ _____</p> <p><b>TOTAL: \$ _____</b></p> <div style="background-color: #ffff00; padding: 2px; font-weight: bold; font-size: small;"> <b>Do Not Mail Cash</b> </div> <p><b>Personal checks or money orders only</b></p>
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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 that contains the SS #
- Current school or college photo ID
- Automobile registration
- Copy of utility bill or bank statement showing name and address
- See website [ct.gov\dph](http://ct.gov/dph) for other forms of ID accepted

Please mail the completed request with the following required documents:

- Checks or Money orders made payable to Southbury Town Clerk
- 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 the requester had a legal name change, please provide a copy of the court documents authorizing the name change.