STATE OF CONNECTICUT DEPARTMENT OF PUBLIC HEALTH
VITAL RECORDS SECTION, CUSTOMER SERVICE
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*: ____________________________________________________________________________

DATE OF BIRTH: __________/________/________ PLACE OF BIRTH: ____________________________________________________________________________

NAME OF PARENTS: (provide name prior to first marriage/ birth name if applicable):

Mother/ Parent: ____________________________________________________________ ____________

Father/ Parent: ______________________________________________________________________________________

PERSON MAKING THIS REQUEST:

NAME: ____________________________________________________________________________________________

ADDRESS: _______________________________________________________________________________________

TOWN/CITY: ______________________________________________________________________________________

TELEPHONE NO: ___________________________________________________________________________________

SIGNATURE: X_____________________________________________________________________________________

RELATION TO PERSON NAMED ON CERTIFICATE: ______________________________________________________________________________________

REASON FOR MAKING REQUEST: _____________________________________________________________________

CERTIFICATE SIZE:

□ FULL SIZE

□ WALLET SIZE

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.

TOTAL NUMBER OF COPIES:

NUMBER OF COPIES: ________  X  $30.00  =  $ ________

SEND POSTAL MONEY ORDER ONLY

DO NOT MAIL CASH.

PERSONAL CHECKS ARE NOT 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 with name & address

- See website 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.

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