

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

TOWN OF NEWTOWN, CONNECTICUT 06470

PLEASE PRINT

FULL NAME ON CERTIFICATE*:		
FIRST	MIDDLE	LAST NAME
DATE OF BIRTH: ____/____/____		
MONTH	DAY	YEAR
PLACE OF BIRTH: ____		
TOWN/CITY		
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:

<b>FULL SIZE</b>	<b>WALLET SIZE</b>	<b>TOTAL NUMBER OF COPIES:</b>
<b>\$20.00 EACH</b>	The wallet size birth certificate contains less information than the full size certificate. It does <u>not</u> satisfy the proof of identification requirements needed for a passport or a driver's license.	____ X \$20.00 = \$ ____
NUMBER OF COPIES: ____	<b>\$15.00 EACH</b>	____ X \$15.00 = \$ ____
	NUMBER OF COPIES: ____	<b>TOTAL: \$ ____</b>
		<b>Make checks payable to: TOWN OF NEWTOWN</b>

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:

**Town Clerks Office**  
**3 Primrose Street, Newtown, CT 06470**

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.