

# 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: _____ / _____ / _____ | PLACE OF BIRTH: _____ |           |
| MONTH DAY YEAR                       | 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:

| FULL SIZE               | WALLET SIZE  | TOTAL NUMBER OF COPIES:    |
|-------------------------|--|----------------------------|
| <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: _____  | TOTAL: \$ _____            |

Make checks payable to:  
**TOWN OF NEWTOWN**

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.