

Registrar of Vital Statistics  
 165 Church Street Suite 154  
 New Haven, CT 06510  
 (203) 946-7931 / Fax (203) 946-7717

## Birth Certificate Application

PLEASE PRINT & COMPLETE ALL SECTIONS BELOW.

### I. LEGAL FEES

TODAY'S DATE: \_\_\_\_\_ METHODS OF PAYMENT: IF **IN-PERSON:** CASH, CREDIT OR MONEY ORDER!

# OF COPIES: \_\_\_\_\_ FULL CERTIFIED COPY LEGAL FEE \$20.00 EACH (The full-size birth certificate satisfies all legal transactions.)

# OF COPIES: \_\_\_\_\_ WALLET CERTIFIED COPY LEGAL FEE \$15.00 EACH (The wallet size birth certificate contains less information than the full certificate. It may not satisfy all proof of identification requirements.)

### II. BIRTH CERTIFICATE REQUEST

FULL NAME ON CERTIFICATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  

FIRST
MIDDLE
LAST NAME

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ SEX:  MALE  FEMALE

HOSPITAL: \_\_\_\_\_ TOWN OF BIRTH: \_\_\_\_\_

FATHER'S FULL NAME: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  

FIRST
MIDDLE
LAST NAME

MOTHER'S FULL MAIDEN NAME: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  

FIRST
MIDDLE
LAST NAME

### III. PERSON MAKING THE REQUEST

NAME: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  

FIRST
MIDDLE
LAST NAME

ADDRESS: \_\_\_\_\_

TOWN/CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

RELATIONSHIP TO PERSON:  SELF  PARENT  CT MEMBER OF GENEALOGISTS SOCIETY

**OR**

PROOF OF RELATIONSHIP IS REQUIRED IF YOU ARE THE:  SON/DAUGHTER  GRANDPARENT  GUARDIAN  SPOUSE

**SIGNATURE:** \_\_\_\_\_

IV. ACCEPTABLE FORMS OF ID	V: FOR MAIL REQUESTS ONLY
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<p>To purchase a birth certificate, you need a HARD COPY of <u>one</u> of the following listed below:</p> <ul style="list-style-type: none"> <li>▪ <u>Current</u> Valid Driver's License</li> <li>▪ <u>Current</u> Passport</li> <li>▪ <u>Current</u> Non-Driver ID issued by DMV</li> <li>▪ <u>Current</u> Military ID</li> </ul> <p><b>OR</b> <u>two</u> (2) of the following in HARD COPY form only:</p> <ul style="list-style-type: none"> <li>▪ Social Security Card</li> <li>▪ Current utility bill showing name and address within last 90 days</li> <li>▪ Paycheck or Stub from last 90 days or employment photo ID</li> <li>▪ Voter's Registration Card</li> <li>▪ Car Registration showing your name and address</li> <li>▪ Valid government issued trade license or permit</li> <li>▪ Birth Certificate of the Requester</li> <li>▪ Current school photo ID</li> </ul>	<p>Full Size Birth Certificate can only be obtained by the individual if he/she is 18 or over, parent or legal guardian with proof.          You must be at least 16 years old to obtain a wallet size.</p> <p><b>Please make sure to mail the completed request with the following requirements:</b></p> <ul style="list-style-type: none"> <li>▪ Form completed</li> <li>▪ <u>Copy</u> of Acceptable Form(s) of ID. Please refer to part IV.</li> <li>▪ Money Order <u>only</u> made payable to Vital Records (Please do <u>not</u> mail Cash. Personal Checks are <b>not</b> accepted.)</li> <li>▪ Please provide DAY TIME PHONE NUMBER below:</li> </ul> <p><b>Phone Number:</b> ( _____ ) _____</p>
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**WE DO NOT ACCEPT EXPIRED ID.**