

**SEND WITH COMPLETED APPLICATION FORM:** Please see the chart below for the list of documentation you are required to submit with your completed application form.

City of New Haven Entitlement to Uncertified Original Birth Certificate of Adopted Person	
Applicant Relationship to Person Named on Certificate	Required Proof of Entitlement to Certificate
Self	Valid ID
Adopted Person's Adult Child	Valid ID + a copy of your birth certificate(to provide proof of lineage)
Adopted Person's Adult Grandchild	Valid ID + a copy of your birth certificate and your parents birth certificate (to provide proof of lineage)

**SEND WITH COMPLETED APPLICATION FORM:** Current identification (as listed in the chart below) is required for each certificate being requested. Expired IDs will not be accepted. Please include the appropriate documents with your completed application form.

Gather one (1) valid/unexpired primary forms of photo identification				
<b>Primary ID (1)</b>	Current valid driver's license	Current passport	Current non-driver ID issued by DMV	Current military ID card

**OR**

Gather two (2) valid/unexpired secondary forms of identification	
<b>Secondary ID (2)</b>	Social Security Card
	Voter Registration card
	Current utility bill showing name and address
	Car Registration showing your name and address

**Please note:** If the record you requested is not located, a "Certificate of Search" will be issued. As the request was processed and the certificate was searched for, both the Agency Certificate Fee and the VitalChek Processing Fee are non-refundable.

# Application for Uncertified Original Birth Certificate of Adopted Person

An adopted person who is at least 18 years old, or their adult child or grandchild may use this form to request the original birth certificate of the adopted person. All others seeking to obtain a copy of the adopted person's original birth certificate must obtain a court order.

Please print and fill in all sections below.

**FOR VITALCHEK USE ONLY:**

Order #:


STEP 1: ADOPTION INFORMATION				
<b>Adoptive Name</b> First Name		Middle Name	Last Name	Suffix
<b>Date of birth</b> (MM/DD/YYYY)	<b>Place of Birth</b>		<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Adoptive Mother/Parent Name</b> First Name		Middle Name	Last Name (maiden if applicable)	Suffix
<b>Adoptive Father/Parent Name</b> First Name		Middle Name	Last Name (maiden if applicable)	Suffix

STEP 2: APPLICANT INFORMATION AND SHIPPING ADDRESS				
<b>Full Name of Applicant</b> First Name		Middle Name	Last Name	Suffix
<b>Your Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Your relationship to the person named on the certificate</b>		<b>Your E-mail address</b>		<b>Daytime Phone Number</b>
<b>Your Signature</b> (applicant)			<b>Date of Application</b>	
<b>Reason for Request</b>				

STEP 3: COST			
Number of copies	Qty	Price/ copy	Total
- First Copy of Original Birth Certificate		\$65.00 ea	\$
- Additional copies (maximum 10)		x \$65.00 ea	\$
<b>A Total for all copies above</b>			

Selected delivery method (choose one)		
UPS Next Day Air		\$17.50
UPS Alaska, Hawaii, Puerto Rico		\$25.50
UPS to Canada or Mexico		\$26.50
UPS Worldwide Expedited		\$37.25
U.S. Postal Service regular mail		\$ 0.00
<b>B Total for selected delivery</b>		

<b>C Total VitalChek Processing and Handling Fee</b> (non-refundable)	\$6.00
<b>Total A + B + C =</b>	

STEP 4: PAYMENT INFORMATION	
<b>Select Payment Method:</b> <i>Submit separate payment for each application</i>	
 <input type="checkbox"/> Credit Card <input type="checkbox"/> Personal Check <input type="checkbox"/> Money Order	
<b>DO NOT SEND CASH</b>	
<b>Credit Card Information:</b> (if paying by credit card)	
_____	_____
Credit Card Number	Expiration Date
_____	_____
Cardholder's Signature	Date
<i>Charges will appear on your Credit Card statement as: VCN*CityofNewHaven</i>	
<b>If paying by check or money order, make payable to VITALCHEK.</b>	

STEP 5: MAIL YOUR SIGNED AND COMPLETED FORM	
<b>Please mail your completed form, along with ID and additional documentation (if required) to:</b>	
Vital Record Mail Services ATTN: New Haven Vital Records P.O. Box 222130 El Paso, TX 79913	Please do not include a pre-paid express mail envelope with your request. Select a delivery method from the box to the left.

- Submit a copy of current photo identification (Ex: valid driver's license, passport, state issued ID)
- If you are the adopted person's adult child or grandchild, send documentation verifying relationship to registrant (Ex: birth certificates)
- Send court order if applicable

**For expedited order placement and processing, please visit [www.VitalChek.com](http://www.VitalChek.com).**