

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

Mail this request to the Town Vital Records office. For the address and phone number of Town Vital Records offices in Connecticut, please refer to the Town website or the DPH website at [www.ct.gov/dph](http://www.ct.gov/dph).

PLEASE PRINT

FULL NAME ON CERTIFICATE*:		
FIRST	MIDDLE	LAST NAME
DATE OF BIRTH: / / PLACE OF BIRTH: TOWN/CITY		
MONTH	DAY	YEAR
FATHER'S FULL NAME:		
FIRST	MIDDLE	LAST NAME
MOTHER'S MAIDEN 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:

<p>FULL SIZE</p> <p>\$20.00 EACH</p> <p>NUMBER OF COPIES: _____</p>	<p>TOTAL NUMBER OF COPIES:</p> <p>_____ X \$20.00 = \$ _____</p> <p>TOTAL: \$ _____</p> <p>Send Postal Money Order Only. Do Not Mail Cash or Personal Checks.</p>
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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:

Money order made payable to City/Town (refer to the Town or DPH website cited above)

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.

Birth Request form from Town Rev. 5-2012

\*If the requester had a legal name change, please provide a copy of the court documents authorizing the name change.

## **Who Can Request a Certified Copy of a Birth Certificate?**

Connecticut birth records that are less than 100 years old are not open to the general public. To be eligible to receive a copy of a birth certificate, you must be able to document that you are related to the registrant in one of the following ways:

### **Birth records less than 100 years old**

- You are the registrant, and you are 18 years of age or older
- You are the parent, guardian, grandparent, or spouse of the registrant
- You are the child or grandchild of the registrant, and you are 18 years of age or older
- You are an attorney-at-law representing the registrant or the registrant's parent, guardian, child, or surviving spouse
- You are a state or federal agency employee and have an authorized release from the registrant who is 18 years of age or older
- You are the Local Director of Health of the town/city where the birth occurred or where the mother was a resident at the time of the birth
- You are the chief elected official of the town/ city where the birth occurred
- You are a member of an incorporated genealogical society authorized to conduct business in the State of Connecticut (please visit the CSL History and Genealogy Unit website for more information)

### **Birth records more than 100 years old:**

Available to any person over 18 years of age

## **How Do I Request A Birth Certificate?**

Connecticut law restricts access to birth records, so you must first verify that you are eligible to receive the certificate that you are requesting

If you are eligible to receive the certificate, you may request it either by mail. Complete the attached [Application to Request a Birth Certificate](#) send it to the vital records office of the town or city where the birth occurred, where the mother resided at the time of the birth, or to the State Vital Records Office.

Requests for the Town of Lisbon can be sent to:

Lisbon Town Clerk's Office  
1 Newent Road  
Lisbon, CT 06351

Requesters must provide a copy of photographic identification (do not submit originals) with their application to prove they are eligible to receive a copy of the birth certificate. Acceptable forms of identification are:

1. a valid, government issued photographic identification that includes the person's or requester's date of birth, signature, and an expiration date.\*

If a photographic identification is not available, copies of two (2) of the following documents can be substituted for it:



2. social security card;
3. social security card supplemented with either an employment identification card, a paycheck stub or a W-2 form. Providing the documents in this subdivision fully satisfies the identification requirements of this section;
4. automobile registration;
5. copy of utility bill showing name and current address;
6. checking account deposit slip or bank statement stating name and current address;
7. voter registration card;
8. valid government issued trade or professional license;
9. valid government issued firearm permit;
10. probation documents issued by a court or other government agency, pursuant to a criminal conviction;
11. letter from a government agency verifying identity. The letter shall be dated within six months prior to the date of the request;
12. release documentation from a correctional institution containing a photograph of the former inmate and a release date within 12 months prior to the date of the request;
13. birth certificate of the requester;
14. military discharge papers;
15. current school or college photographic identification; or
16. government issued photographic identification that has expired within 12 months prior to the date of the request.

\* The 'Proof of Identity' documents that allow for the issuance of a Connecticut 'Driver's Only License' or an Elm City Identification Card may not meet the standards needed to obtain a birth certificate in Connecticut. Therefore, if a person requesting a birth certificate has either of these types of 'Proof of Identity' documents, the source documents that were used to obtain the license or ID card must be presented so that the registrar can assess whether the documents meet Connecticut's requirements for obtaining birth certificates. Note that any source document that expired more than 1 year prior to the time that the license or ID card was issued, will not meet the requirements prescribed by the Regulations of Connecticut State Agencies section 19a-41-2.

If you are requesting a birth certificate for someone other than yourself or your child, you will need to submit proof verifying your relationship to the person whose birth certificate you are requesting. For example: *If you are requesting the birth certificate of your parent, you must submit a copy of your own birth certificate in order to prove the parent/ child relationship.*

If you have had your name legally changed by a court decree and your birth certificate does not reflect your new name, you must submit a copy of the court order verifying the legal name change.

If the State or Town Vital Records office has reason to doubt the authenticity of a document presented, the requester may be asked to provide any additional document listed above. See Regulations for Connecticut State Agencies 19a-41-2.