

# 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: _____	
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:**

<p><b>FULL SIZE</b></p> <p><b>\$20.00 EACH</b></p> <p>NUMBER OF COPIES: _____</p>	<p><b>WALLET SIZE</b></p> <p style="background-color: yellow; padding: 2px;">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.</p> <p><b>\$15.00 EACH</b></p> <p>NUMBER OF COPIES: _____</p>	<p><b>TOTAL NUMBER OF COPIES:</b></p> <p>_____ X \$20.00 = \$ _____</p> <p>_____ X \$15.00 = \$ _____</p> <p>TOTAL: \$ _____</p> <p style="background-color: yellow; padding: 2px;"><b>Make checks payable to Town of Tolland.</b></p>
---	---	--

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 or checks made payable to the Town of Tolland  
 Send to: Town Clerk, 21 Tolland Green, Tolland, CT 06084  
 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.