



Glastonbury Town Clerk  
 PO Box 6523  
 2155 Main Street  
 Glastonbury, CT 06033-6523  
 860-652-7616

# REQUEST FOR CERTIFIED COPY OF BIRTH CERTIFICATE

Full Name on Certificate \_\_\_\_\_  
First Middle Last

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Town/City where Birth OCCURRED \_\_\_\_\_  
Month Day Year

Father/Parent Full Name \_\_\_\_\_  
First Middle Last

Mother/Parent MAIDEN Name \_\_\_\_\_  
First Middle Last

<input type="checkbox"/> <b>FULL SIZE - \$20 per copy</b>  Number of Copies: _____	<input type="checkbox"/> <b>WALLET SIZE - \$15 per copy</b> <small>The wallet size birth certificate contains less information than the full size certificate. It does not satisfy proof of identification requirements for passport or driver's license and may not satisfy proof of identification in other circumstances.</small>  Number of Copies: _____	<b>TOTAL NUMBER OF COPIES:</b> _____ x \$15 each wallet = \$ _____ _____ x \$20 each full = \$ _____ <b>TOTAL DUE = \$ _____</b>  <b>Forms of payment accepted:</b> Cash, Check or Money Order (made payable to "Town of Glastonbury")
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**Requester's valid government issued Photo ID such as Driver's License or Passport is REQUIRED.**

**If Photo ID not available, two (2) of the following can be substituted:**

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Social Security Card</li> <li>Written verification of identity from employer/pay stub</li> <li>Valid Automobile Registration</li> <li>Voter Registration Card</li> <li>Bank Statement or Checking Acct Deposit Slip with name and address</li> <li>Utility Bill with name and address</li> <li>Military Discharge Papers</li> <li>Current School or College Photo ID</li> <li>Gov't issued photo ID that has expired within 12 months prior to the date of request</li> </ul> | <ul style="list-style-type: none"> <li>Valid Government issued Trade or Professional license</li> <li>Valid Government issued Firearm Permit</li> <li>Probation documents issued by a court or other government agency, pursuant to a criminal conviction</li> <li>Letter from a government agency verifying identity. Must be dated within six months prior to the date of the request</li> <li>Release documentation from a correctional institute containing a photo of the former inmate and a release date within 12 months prior to the date of the request</li> </ul> |
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**Verification of relationship to the person named in the Birth Certificate is required.** For example:

- An individual requesting his/her parent's birth certificate must provide a certified copy of his/her own birth certificate.
- A spouse must provide a certified copy of their marriage license.
- If requesting your own birth certificate, and your name has changed since birth (for example through marriage), you must provide a certified copy of your marriage license.

**Name of Person Making This Request:** \_\_\_\_\_

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email Address(if requesting through mail): \_\_\_\_\_

Relationship to Person Named in Certificate: \_\_\_\_\_ (if this is your own birth certificate write SELF)

Signature: X \_\_\_\_\_