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

Mail this request to the Ridgefield Town Clerk, 400 Main Street, Ridgefield, CT 06877

PLEASE PRINT

FULL NAME ON CERTIFICATE*: 

FIRST MIDDLE LAST NAME

DATE OF BIRTH: _______/_____/______ PLACE OF BIRTH: ________________________________

MONTH DAY YEAR TOWN/CITY

PARENT A FULL NAME: 

FIRST MIDDLE LAST NAME

PARENT B FULL 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:

<table>
<thead>
<tr>
<th>FULL SIZE</th>
<th>WALLET SIZE</th>
<th>TOTAL NUMBER OF COPIES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$20.00 EACH</td>
<td>The wallet size birth certificate contains less information than the full size certificate. It does not satisfy the proof of identification requirements needed for a passport or a driver’s license.</td>
<td></td>
</tr>
<tr>
<td>$15.00 EACH</td>
<td></td>
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</tbody>
</table>

NUMBER OF COPIES: _________

Send Check Only. Do Not Mail Cash

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 for other forms of ID accepted

Please mail the completed request with the following required documents:

Check made payable to Ridgefield Town Clerk
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.

Birth Request form from Town Rev. 5-2012