

# 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: TOWN/CITY		
MONTH	DAY	YEAR
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:

<b>FULL SIZE</b>	<b>WALLET SIZE</b>	<b>TOTAL NUMBER OF COPIES:</b>
<b>\$20.00 EACH</b>	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.	X \$20.00 = \$
NUMBER OF COPIES:	<b>\$15.00 EACH</b>	X \$15.00 = \$
	NUMBER OF COPIES:	<b>TOTAL: \$</b>
		<b>Send Check Only. Do Not Mail Cash</b>

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:

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.