

# 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 our 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

MOTHER/PARENT: \_\_\_\_\_  
FIRST MIDDLE LAST NAME(Include name prior to first marriage if applicable)

FATHER/PARENT: \_\_\_\_\_  
FIRST MIDDLE LAST NAME(Include name prior to first marriage if applicable)

## 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: \_\_\_\_\_



[www.orange-ct.gov](http://www.orange-ct.gov)

Mary Shaw  
Town Clerk

Town Hall  
617 Orange Center Road  
Orange, CT 06477-2499

(203) 891-4730  
Fax: (203) 891-2185  
E-mail: [mshaw@orange-ct.gov](mailto:mshaw@orange-ct.gov)

TOTAL NUMBER OF COPIES:

\_\_\_\_\_ X \$20.00 = \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

**PLEASE 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 card
- Written verification of identity from employer
- Automobile registration
- Copy of utility bill showing name and address
- Voter's registration card

Please make sure to mail the completed request with the following requirements:

- A OR check*
- ☐ Money order made payable to City/Town (check our website stated 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.

\*If you had your name legally changed, please provide a copy of the court documents authorizing the name change.

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