

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

Mail this request to: Watertown Town Clerk/Vital Records Office, 61 Echo Lake Rd., Watertown, CT 06795.
Telephone Number: 860-945-5230 website: www.watertownct.org

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: _____		

CERTIFICATE SIZE:

<input type="checkbox"/> FULL SIZE \$20.00 EACH NUMBER OF COPIES: _____	<input type="checkbox"/> WALLET SIZE The wallet size birth certificate contains less information than the full size certificate. <i>It may not satisfy all proof of identification requirements such as those needed for a passport.</i> \$15.00 EACH NUMBER OF COPIES: _____	TOTAL NUMBER OF COPIES: _____ X \$20.00 = \$ _____ _____ X \$15.00 = \$ _____ TOTAL: \$ _____ PLEASE DO <u>NOT</u> MAIL CASH.
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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
- Paycheck stub or W2 that contains SS#
- Automobile registration
- Copy of utility bill showing name and address
- Current school/college ID
- Voter's registration card
- Visit portal.ct.gov/DPH for other acceptable forms

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

- Check/Money order made payable to Watertown 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 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.
- If current ID shows married name, please provide a copy of your marriage license.