

For Town Use Only

For Mail Requests, Please return Application with ID to:

ID received ___ yes ___ no
Payment Received ___ yes ___ no
Copy sent/given ___ yes ___ no
Date _____ Initials _____

ATTN: Town Clerk
Town of Enfield **DO NOT MAIL CASH**
820 Enfield Street
Enfield, CT 06082

**TOWN OF ENFIELD
REQUEST FOR COPY OF BIRTH CERTIFICATE**

ID REQUIRED/PHOTOGRAPHIC ID PREFERRED (SEE REVERSE)

PLEASE PROVIDE COPIES OF ANY APPLICABLE CHANGE OF NAME OR MARRIAGE DOCUMENTS

REQUEST BY MAIL MUST BE ACCOMPANIED BY A SELF ADDRESSED STAMPED ENVELOPE

PLEASE PRINT

A. REQUEST FOR COPY OF BIRTH CERTIFICATE (check one)

SHORT FORM \$15.00 _____ LONG FORM \$20.00 _____

B. BIRTH CERTIFICATE INFORMATION

FULL NAME AT BIRTH: _____

DATE OF BIRTH: _____ SEX: M _____ F _____

PLACE OF BIRTH: (TOWN, HOSPITAL, ETC.) _____

C. PARENTS OF PERSON NAMED IN BIRTH CERTIFICATE

FATHER'S FULL NAME: _____

MOTHER'S FULL MAIDEN NAME: _____

PARENT'S BIRTHPLACE (STATE) FATHER: _____ MOTHER: _____

RESIDENCE OF PARENTS AT TIME OF BIRTH: _____

D. STATEMENT AND CERTIFICATION OF PERSON MAKING THE REQUEST

FULL NAME: _____

ADDRESS (NO. & STREET): _____

(TOWN, STATE & ZIP): _____

RELATIONSHIP TO PERSON NAMED IN CERTIFICATE

CHECK APPROPRIATE:

MYSELF _____ (Must be 16 or over - short form only) or
(must be 18 or over - long or short form)

MY CHILD _____ MY GRANDCHILD _____ MY SPOUSE _____ MY PARENT _____

PERSON WHOM I LEGALLY REPRESENT _____ (Court Appointment required)

MY GRANDPARENT _____ (Certified copy of parent's marriage license or Birth certificate required)

I AM A MEMBER OF AN INCORPORATED OR AUTHORIZED TO DO BUSINESS OR CONDUCT AFFAIRS IN THIS STATE GENEALOGICAL SOCIETY (see back for Authorized list)

I CERTIFY, AS THE UNDERSIGNED REQUESTOR, THAT THE ABOVE INFORMATION AND STATEMENT IS TRUE TO THE BEST OF MY KNOWLEDGE, AND FURTHER THAT I UNDERSTAND THAT IF I MAKE A STATEMENT THAT IS UNTRUE AND WHICH IS INTENDED TO MISLEAD A PUBLIC SERVANT IN THE PERFORMANCE OF HIS/HER OFFICIAL FUNCTION, I WILL BE IN VIOLATION OF SECTION 53a-157b (FORMERLY SECTION 53a - 157) OF THE CONNECTICUT GENERAL STATUTES. PLEASE KNOW THAT SUCH FALSE STATEMENT IS A CLASS A MISDEMEANOR.

SIGNATURE OF PERSON MAKING REQUEST

DATE

**STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH AND ADDICTION SERVICES
REGULATION**

Section 19a-41-2. A copy of or access to birth certificates.

(a) Anyone requesting a copy of, or permission to examine the original copy of, a birth certificate or birth record in the custody of any registrar of vital statistics or the Department of Public Health shall provide proof, as specified in subsection (b) of this section, that the person is eligible to receive or examine such certificate or record under Section 7-51 of the Connecticut General Statutes.

(b) The person whose birth is recorded, if over eighteen (18) years of age, or other requester as authorized by section 7-51 of the Connecticut General Statutes shall submit a valid, government issued photographic identification that includes the person's or requester's date of birth, signature, and expiration date. Should such photographic identification be unavailable, originals or photocopies of the following documents shall be substituted for it. Unless otherwise indicated, such person or requester shall provide the documents listed in two (2) of the following subdivisions. If a registrar or the department has reason to doubt the authenticity of a document presented by such person or requester, such registrar or the department may request any additional document listed in subdivisions (1) to (15), inclusive, of this subsection:

- (1) social security card;
- (2) social security card supplemented with either an employment identification card, a paycheck stub or a W-2 form. Providing the documents in this subdivision fully satisfies the identification requirements of this section;
- (3) automobile registration;
- (4) copy of utility bill showing name and current address;
- (5) checking account deposit slip or bank statement stating name and current address;
- (6) voter registration card.;
- (7) valid government issued trade or professional license;
- (8) valid government issued firearm permit
- (9) probation documents issued by a court or other government agency, pursuant to a criminal conviction;
- (10) letter from a government agency verifying identity. The letter shall be dated within six months prior to the date of request;
- (11) release documentation from a correctional institution containing a photograph of the former inmate and a release date within 12 months prior to date of request;
- (12) birth certificate of the requester;
- (13) military discharge papers;
- (14) current school or college photographic identification; or
- (15) government issued photographic identification that has expired within 12 months prior to the date of the request.

AUTHORIZED GENEALOGICAL SOCIETIES IN CONNECTICUT

Connecticut Ancestry Society, Inc
Connecticut Society of Genealogist, Inc
Descendants of the Founders of Ancient Windsor, Inc.
French-Canadian Genealogical Society of Connecticut, Inc.
Friends of Godfrey Memorial Library, Inc
Jewish Genealogical Society of Connecticut, Inc.
Killingly Historical & Genealogical Society, Inc
Middlesex Genealogical Society, Inc
Polish Genealogical Society of Connecticut, Inc
Southington Genealogical Society, Inc.
Indian & Colonial Research Center, Inc.
Gaelic-American Club, Inc.