

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

Mail this request to: Montville Town Clerk, 310 Norwich New London Tpke, Uncasville, CT 06382

**PLEASE PRINT**

FULL NAME ON CERTIFICATE*:		
FIRST	MIDDLE	LAST NAME
DATE OF BIRTH: _____ / _____ / _____	PLACE OF BIRTH: _____	
MONTH      DAY      YEAR	TOWN/CITY	
FATHER'S FULL NAME:		
FIRST	MIDDLE	LAST NAME
MOTHER'S MAIDEN 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:**

<input type="checkbox"/> FULL SIZE  <b>\$20.00 EACH</b>  NUMBER OF COPIES: _____	<input type="checkbox"/> WALLET SIZE  <div style="background-color: #ffff00; padding: 5px; font-size: small;">                     The wallet size birth certificate contains less information than the full size certificate. It may not satisfy all proof of identification requirements such as those needed for a passport.                 </div> <b>\$15.00 EACH</b>  NUMBER OF COPIES: _____	<b>TOTAL NUMBER OF COPIES:</b>  _____ X \$20.00 = \$ _____ _____ X \$15.00 = \$ _____  <b>TOTAL: \$ _____</b>  <b>PLEASE DO <u>NOT</u> MAIL CASH.</b>
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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
- 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:

- Check or Money Order payable to: Montville 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 you had your name legally changed, please provide a copy of the court documents authorizing the name change.