



TOWN OF WATERTOWN, CONNECTICUT

Request for a Certified Copy of a Birth Certificate

Full Name of Certificate – **PLEASE PRINT**

First: _____ Middle: _____ Last: _____

Date of Birth: _____ Place of Birth: _____

Father's Name: _____ Mother's Maiden Name: _____

PLEASE NOTE: Access to birth records less than 100 years old is restricted in Connecticut. Any eligible party requesting a copy of a birth certificate shall provide verification of the relationship that entitles access to a copy of the birth certificate. Additionally, the requester must submit identification. **Please provide a copy of a government-issued identification such as a driver's license or passport to prove identity.***

PERSON MAKING THIS REQUEST:

Name: _____
(First, Middle, Last)

Address: _____
(Number, Street)

Town/City: _____ State: _____ Zip Code: _____

Telephone: _____ Email address: _____
(Optional)

Relationship to person named on certificate: _____

Reason for making request: _____

Signature: _____ Date: _____

The fee for a certified copy of a Birth Certificate is \$20.00 per copy

Forms of payment accepted for in-person transaction: cash, personal check, money order, credit/debit card

Forms of payment accepted for mail in transaction: personal check, money order *please include self-addressed, stamped envelope*

Number of Copies Requested: _____ Amount Enclosed/Paid: \$ _____
(if paying by check, please make payable to: WATERTOWN TOWN CLERK)

**Please make sure to mail/or bring this completed request form with the following requirements to:
WATERTOWN TOWN CLERK, 61 Echo Lake Rd., Watertown, CT 06795:**

Requester's current government issued photo ID or passport (copy if mailing)

*Or two forms of the following:

Social Security card; written verification of identity from employer; automobile registration; copy of utility bill showing name and address; checking account deposit slip or bank statement stating name and current address; voter registration card; copy of utility bill showing name and current address; valid government issued trade or professional license; valid government issued firearm permit; probation documents issued by a court or other government agency pursuant to a criminal conviction; letter from a government agency (dated within 6 mos.) verifying identity; release documentation from a correctional institution; military discharge papers; current school or college photo ID; government issued photo ID expired within 12 months.