



TOWN CLERK'S OFFICE
 50 South Main Street, Room 313
 West Hartford, CT 06107
 (860)561-7430

APPLICATION FOR BIRTH CERTIFICATE:

All issued Birth Certificates are certified with a raised seal.

Number of copies: _____

Legal fee for each certified copy is \$20.⁰⁰

(Required for Passport Applications and any institution requiring proof of parents)

Fee: Cash or Check made payable to "Town of West Hartford"

Access to birth records less than 100 years old is restricted in Connecticut.

CURRENT PHOTOGRAPHIC IDENTIFICATION OF REQUESTER IS REQUIRED

(Driver's License or Passport)

Photographic identification may be substituted by any two of the following documents:

- | | |
|--|--|
| Recent Paystub (showing name and address) | Current Automobile Registration (showing name & address) |
| Voter Registration card | Social Security Card |
| Recent copy of Utility bill (showing name & address) | Checking Account Deposit Slip (showing name & address) |

I am applying for the Birth Certificate of:

Full Name at Birth: _____
 (first, middle, last)

Date of Birth: _____
 (month/day/year)

Place of Birth: _____
 (Town/State)

Parent 1 Full Name: _____
 (first/middle/**maiden if applicable**/last)

Parent 2 Full Name: _____
 (first/middle/**maiden if applicable**/ last)

- My own birth certificate
 (16 or 17 years of age have access to wallet size only)
- My child's birth certificate
- My parent's birth certificate
 (must provide own long form birth certificate)
- My spouse's birth certificate
 (must provide marriage license)
- My grandchild's birth certificate
 (must provide own child's birth certificate)
- My grandparents's birth certificate
 (must provide own & parent's long form birth cert)
- My client's. I am the Attorney or Legal
 Guardian (must provide legal documentation)

Printed Name of Requester: _____

Signature of Requester: _____

Address of Requester: _____

Phone Number: _____ E-mail address: _____

**I DECLARE UNDER PENALTIES OF FALSE STATEMENTS
 THAT THE ABOVE STATEMENTS AND INFORMATION ARE TRUE AND CORRECT**

When mailing this form to the Town of West Hartford Clerk's Office, please include all of the following items:

- 1.**Original Application Form
- 2.** Photo copy of Current Photo I.D.
- 3.** Check or Money Order for the total amount of copies requested, payable to the Town of West Hartford
- 4.** Self-Addressed Stamped Envelope