



**Town of South Windsor**  
 Registrar of Vital Statistics  
 1540 Sullivan Avenue  
 South Windsor, Connecticut 06074  
 (860) 644-2511

## REQUEST FOR BIRTH CERTIFICATE

Long Form Certified copy - \$20.00

Fee: cash or check made payable to "**Town of South Windsor**"

[Certified copy of original for Social Security, Passport, DMV, School, etc.]

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

### PHOTOGRAPHIC IDENTIFICATION OF APPLICANT IS REQUIRED

**Photographic identification may be substituted by any two of the following documents:** Social Security card; written verification of identity from employer; automobile registration; copy of utility bill showing name and address; checking account deposit slip stating name/address.

I am requesting the birth certificate of:

Full Name \_\_\_\_\_  
*(first/middle/last)*

Date of Birth \_\_\_\_\_  
*(month/day/year)*

Place of Birth \_\_\_\_\_  
*(town/state/country)*

Father's/Parent Full Name \_\_\_\_\_  
*(first/middle/last)*

Father's Birthplace \_\_\_\_\_  
*(state/country)*

Mother's/Parent Full Maiden Name \_\_\_\_\_  
*(first/middle/last)*

Mother's Birthplace \_\_\_\_\_  
*(state/country)*

Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

**SIGNATURE** of Applicant \_\_\_\_\_

I declare this is...

- My own birth certificate
- My child's birth certificate
- My parent's/grandparent's certificate
- My spouse's birth certificate
- My grandchild's birth certificate
- Other \_\_\_\_\_  
*(C.G.S. §19a-25; 7-51a; 7-44 as amended by P.A. 01-163)*

☒ *When mailing this form to the South Windsor Town Clerk's Office please be sure to include the following items:*

- ① Original Application Form
- ② Check or Money Order for total copies requested
- ③ Self Addressed Stamped Envelope
- ④ Photocopy of Photo I.D.

### Office Use Only ↓

DATE: _____	INITIALS: _____
ID TYPE: _____	ID #: _____
EXP: _____	PAYMENT: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK