

## REQUEST FOR CERTIFIED COPY OF BIRTH CERTIFICATE

1. Full name at birth: \_\_\_\_\_

2. Date of birth: \_\_\_\_\_ 3. Place of birth: \_\_\_\_\_  
(City, State)

4. Parent's full name: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
(State only)

5. Parent's full name: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
(State only)

This application is for:       myself       my child       my spouse\*  
    my parent\*       minor grandchild\*

**\*Must provide documentation of relationship for spouse, parent, grandchild**

*\*birth certificate [my parent, my grandchild] or marriage certificate [spouse]*

Type of copy desired:       Full Size      \$20.00       Wallet Size\*\*\*      \$15.00  
(Applicant must be 18 years or older)      (Applicant must be 16 years or older)

\*\*\*Wallet size birth certificate contains less information than the full size certificate. It does not satisfy the proof of identification requirements needed for a passport or a driver's license.

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature:(ink) \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**MAIL IN REQUEST:**

- Must attach a clear copy of a Gov't issued Photo I.D.
- Must include a Self Addressed Stamped Envelope
- Must include a check or money order (Payable to: Cheshire Town Clerk)
- \*Must provide documentation of relationship for spouse, parent, grandchild  
*\*birth certificate [my parent, my grandchild] or marriage certificate [spouse]*

Address: Cheshire Town Clerk  
84 South Main St.      Phone: (203) 271-6601  
Cheshire, CT 06410

**\*Should a Photo ID be unavailable, Photocopies of TWO of the following are required:**

- |   |                                |
|---|--------------------------------|
| ~Social Security Card                             | ~Automobile registration       |
| ~Written verification from employer               | ~Checking account deposit slip |
| ~Copy of utility bill showing<br>name and address | ~Voter registration card       |

**TOWN CLERK USE ONLY**

Request received by in-person \_\_\_\_\_  
Request received by mail \_\_\_\_\_  
ID Accepted: \_\_\_\_\_  
Date: \_\_\_\_\_ Fee: \_\_\_\_\_