



**Town of Westbrook
Office of the Town Clerk
866 Boston Post Road
Westbrook, CT 06498
(860)399-3044**

APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE

Fee: \$20 cash or check made payable to Westbrook Town Clerk : # of certified copies

VALID GOVERNMENT-ISSUED PHOT ID OF APPLICANT IS REQUIRED. Photographic identification may be substituted by at least two of the following documents: automobile registration, copy of utility bill showing name and address, checking account deposit slip stating name and address or any other valid government-issued ID.

I am applying for the birth certificate of:

Full Name _____
(first/middle/last)

Date Of Birth _____
(month/day/year)

Place Of Birth _____
(town/state)

Father's Full Name _____
(first/middle/last)

Father's Birthplace _____
(state/country)

Mother's Maiden Name _____
(first/middle/last)

Mother's Birthplace _____
(state/country)

I declare this is...

- My own birth certificate
- My child's birth certificate
- My parent's birth certificate
- My grandparent's birth 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)*

SIGNATURE of Applicant _____

ADDRESS of Applicant _____ Phone # _____



If requesting by mail, include: (1) Completed application form, (2) check or money order, (3) Self-addressed, stamped envelope, (4) legible copy of photo ID. Mail to the address above. Make check payable to "Westbrook Town Clerk."

FOR OFFICE USE ONLY:
Date certified copy issued: _____ Person issuing copy: _____
Form(s) of identification used: _____

Requesting a Certified Copy of a Birth Certificate from Town

For births occurring on or after January 1, 2003:

You may request a certified copy of the birth certificate from any town vital records office or the State Vital Records Office.

For a birth occurring prior to January 1, 2003:

You may request a certified copy of the birth certificate **ONLY** from the following:

- The town vital records office of the town where the birth occurred, or
- The town of the mother's residence at the time of birth, or
- The State Vital Records Office.

Who Can Request a Certified Copy of a Birth Certificate?

Birth records are confidential records and are not open to the general public (except for those that are at least 100 years old). You must be able to document that you are related to the registrant to be eligible to receive the certificate. You are eligible if:

- You are the registrant and you are at least 18 years old or an emancipated minor
- You are the parent, legal guardian, grandparent, spouse, child, or grandchild over 18 years of age
- You are an attorney-at-law representing an eligible party, approved state or federal agency, or a member of an incorporated genealogical society authorized to conduct business in the State of Connecticut (see the Connecticut State Library for more information)
- The birth record is at least 100 years old

If you are requesting a birth certificate for someone other than yourself or your child, you will need to submit proof verifying your relationship to the person whose birth certificate you are requesting. For example:

- If you are requesting the birth certificate of your parent, you must submit a copy of your own birth certificate in order to prove the parent/ child relationship.
- If you have had your name legally changed by a court decree and your birth certificate does not reflect your new name, you must submit a **copy** of the court order verifying the legal name change.

Checklist for Obtaining a Certified Copy of a Birth Certificate

- Make sure that you are eligible to obtain the birth certificate
- Complete the application
- Include your photo ID
- Provide documentation proving that you are entitled to obtain the birth certificate (only applicable if the requester is not the birth registrant or a parent listed on the birth certificate)
- Include the applicable fee