



# PUTNAM TOWN CLERK

126 Church Street  
Putnam, CT 06260  
(860) 963-6807



## REQUEST FOR CERTIFIED COPY OF BIRTH RECORD FROM THE TOWN

*All issued Birth Certificates are certified with a raised seal.*

Mark box A or B:

- Type A  Long Form (Exact copy of original) - \$20  
(Required for Passport Applications and any institution requiring proof of parents)
- Type B  Short Form (Wallet size) - \$15

- Lg plastic cover - \$1.00  
(8 1/2 x 11)
- small plastic cover - 50¢

Fee: Bank Check or Money order made payable to "Town of Putnam". (NO personal checks accepted)

**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)

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

Mother's Full **Maiden** Name: \_\_\_\_\_  
(first/middle/maiden 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 grandparent'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: \_\_\_\_\_

**When mailing this request to the Putnam Town Clerk's Office please include the following items:**

1. Original application form
2. Money order for total copies requested
3. Self-Addressed Stamped Envelope
4. Photocopy of Current Photo I.D.