



PUTNAM MUNICIPAL COMPLEX

ATTN: TOWN CLERK

200 School 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.

- ☐ (enter QTY) Long Form (Exact copy of original) - \$20 each (in person)
(Required for Passport Applications and any institution requiring proof of parents)
*Electronic request fee: \$21.00 plus a \$2.50 credit card fee.
- ☐ Lg plastic cover - \$1.00 each
(8 1/2 x 11)

The fee is \$20 for each certified copy payable with certified bank check or money order requested in person and requests via mail (USPS); \$21 for an electronic request. **Personal checks are NOT accepted.**
Debit/Credit cards can be used with a processing fee of \$2.50. Cash can be used in the office.

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 – * If purchasing a large plastic cover, a large (9X12) envelope will be needed.
4. Photocopy of Current Photo I.D.