APPLICATION FOR A BIRTH CERTIFICATE

PLEASE FILL IN FORM COMPLETELY

Manchester Town Clerk – 41 Center Street – P.O. Box 191
Manchester, CT 06045-0191
(860) 647-3037

1.) **NAME AT BIRTH**

BIRTH RECORDS

SUBJECT'S FIRST NAME			SUBJECT'S MIDDLE NAME	SUBJECT'S LAST NAME
BIRTH MONTH	BIRTH DAY	BIRTH YEAR	PLACE OF BIRTH - CITY / TOWN	NAME OF HOSPITAL
MOTHER'S FIRST NAME			MOTHER'S MIDDLE NAME	MOTHER'S **MAIDEN** NAME
FATHER'S FIRST NAME			FATHER'S MIDDLE NAME	FATHER'S LAST NAME

2.)

REQUESTER

REQUESTER'S FIRST NAME	REQUESTER'S MIDDLE NAME	REQUESTER'S LAST NAME
REQUESTER'S STREET ADDRESS		
CITY	STATE	ZIP CODE

3.)
PLEASE INCICATE THE SIZE OF THE BIRTH RECORD:

☐ . . . $20.00 Long Form (Full Size) – **Required for Passport Applications**

☐ . . . $1.00 Large Plastic Cover (8½x11)

☐ . . . $15.00 Wallet Form

☐ . . . 50¢ Small Plastic Cover

4.)
PLEASE INDICATE YOUR RELATIONSHIP TO THE SUBJECT:

☐ . . . Subject

☐ . . . Parent of the Subject

☐ . . . Grandparent of the Subject
(must submit copy of child's birth record)

☐ . . . Spouse of the Subject
(must submit copy of marriage license)

☐ . . . Child of the Subject
(must submit copy of own birth record)

☐ . . . Grandchild of the Subject
(must submit own and parent birth records)

☐ . . . An Attorney
(must submit legal documentation)

☐ . . . Legal Guardian or Conservator
(must submit legal documentation)

5.)
I DECLARE UNDER PENALTIES OF FALSE STATEMENT THAT THE ABOVE STATEMENTS AND INFORMATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

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Applicant's Signature (must be signed) Today's Date

REQUIREMENTS: These requirements are mandated by State Statutes

If submitting by mail: Please include a self-addressed legal envelope, appropriate fees and copy of proper identification.

A VALID State or Federal issued photo identification is required to process your application
OR

* If valid state or federal photo identification is unavailable then you must include **two** of the following:
* Social Security Card
* Recent Paystub (showing name and address)
* Voter Registration Card
* Current Automobile Registration (showing name and address)
* Recent Copy of Utility Bill (showing name and address)
* Checking Account Deposit Slip (showing name and address)