



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

APPLICATION FOR BIRTH CERTIFICATE:

All issued Birth Certificates are certified with a raised seal.

Mark box A or B:

Type A Long Form (Exact copy of original) - \$20.00
 (Required for Passport Applications and any institution requiring proof of parents)

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

Type B Short Form (Wallet size) - \$15.00

Sm plastic cover - 50¢

Fee: Cash, Debit or Check made payable "Manchester Town Clerk"

Access to birth records less than 100 years old is restricted in Connecticut.

CURRENT PHOTOGRAPHIC IDENTIFICATION OF APPLICANT IS REQUIRED

(Driver;s License or Passport)

Photographic identification may be substituted by any two of the following documents:

- Recent Paystub (showing name & address)
- Voter Registration card
- Recent copy of Utility bill (showing name & address)
- Current Automobile Registration (showing name & address)
- Social Security card
- Checking account Deposit slip (showing name & address)

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)

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

Printed Name of Applicant _____

Signature of Applicant _____

Address of Applicant _____

I declare this is...

- 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 their child's long form birth cert.)
- My Grandparent's birth certificate.
 (must provide own & parent's long form birth cert.)
- My client's. I'm the Attorney or Legal Guardian/Conservator.
 (must provide legal documentation)

• When mailing this form to the Manchester Town Clerk's Office please be sure to include the following items:

1. Original Application Form
2. Check or Money order for total copies requested
3. Self Addressed Stamped Envelope
4. Photocopy of Current Photo I.D.

OFFICE USE ONLY:

• License #: _____	• Initials of issuer: _____
• Expiration Date: _____	• ID'S Presented _____ if not License: _____
• DOB: _____	_____