

Birth Certificate Request Form

Date _____

Short Form: \$15 _____

Long Form \$20 _____

Note: Short Form contains less information than the long form certificate and may not satisfy proof of identification requirements.

Complete Legal Name

Child's Name (First)	(Middle)	(Last)	Date of Birth
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Mother's Name (First)	(Middle)	(Maiden)
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Father's Name (First)	(Middle)	(Last)
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Relationship to above: ☐ Self ☐ Mother ☐ Father ☐ Spouse (must provide marriage license) ☐ Grandparent (Must provide proof of relationship)
☐ Legal Guardianship (must have certified court papers) All documents must provide proof of relationship chain.

Reason for request: _____ (i.e., newborn, driver's license, replacement, passport, etc.)

PERSON MAKING REQUEST:

Legal Signature: _____

First Name	Middle Name	Last Name	
Resident Address:		Mailing Address:	
City:		State:	Zip:
Phone:		Cell:	

Please Attach Copy of Photo ID to Form

- If adopted, please provide your adoptive name and adoptive parents' information.
- If you had your name legally changed, please provide a certified copy of the court document authorizing the name change.
- (If applicable) verification of relationship to the registrant (for example: an individual requesting his/her parent's birth certificate must provide a certified copy of his/her own birth certificate).

PCN Number _____ (Office use only)

Please see Page 2 for additional instructions.

Mail in instructions:

1. Provide a valid Photocopy of your Current Driver's License or a Government issued identification that includes the requestor's date of birth, signature and expiration date
2. Money Order made payable to "Sharon Town Clerk"
3. Self-Addressed Stamped Return Envelope

DUE TO INCREASE IN BAD CHECKS – ONLY BANK OR MONEY ORDERS ARE ACCEPTED (If in person, you may bring cash or credit card.

Note: There is an additional bank fee when using credit card.)

Required Identification

All request forms must be accompanied by a valid, government issued photographic identification that includes the requester's date of birth, signature, and an expiration date. Note that a 'Driver's Only License' or an Elm City Identification Card may not meet the standards needed to obtain a birth certificate in Connecticut (*see note below).

If a photographic identification is not available, two (2) of the documents listed below may be substituted. For mail requests, a photocopy of the document is sufficient, **do not send originals**:

1. Social security card;
2. Social security card supplemented with either an employment identification card, a paycheck stub or a W-2 form. Providing the documents in this subdivision fully satisfies the identification requirements of this section;
3. Automobile registration;
4. Copy of utility bill showing name and current address;
5. Checking account deposit slip or bank statement stating name and current address;
6. Voter registration card;
7. Valid government issued trade or professional license;
8. Valid government issued firearm permit;
9. Probation documents issued by a court or other government agency, pursuant to a criminal conviction;
10. Letter from a government agency verifying identity. The letter shall be dated within six months prior to the date of the request;
11. Release documentation from a correctional institution containing a photograph of the former inmate and a release date within 12 months prior to the date of the request;
12. Birth certificate of the requester;
13. Military discharge papers;
14. Current school or college photographic identification; or
15. Government issued photographic identification that has expired within 12 months prior to the date of the request.

Mail Request to:

Sharon Town Clerk
63 Main Street
P.O. Box 224
Sharon, CT 06069

Website: www.sharonct.org

Phone: 860-364-5224