



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.

I AM REQUESTING A COPY OF THE BIRTH CERTIFICATE FOR:

Full Birth Name:	
Town of Birth:	Date of Birth:
Father's Full Name:	
Mother's Full <i>Maiden</i> Name:	

I DECLARE UNDER PENALTIES OF FALSE STATEMENTS THAT THE ABOVE STATEMENTS AND INFORMATION ARE TRUE AND CORRECT.

REQUESTOR: Print Name:	Phone #:
Address:	
<i>Requestor's Signature:</i>	Date:

BIRTH CERTIFICATE IS FOR:

- Myself** (16 or 17 years of age have *access* to wallet size only)
- My Child** (parent's ID)
- My Spouse** (provide *marriage* license)
- My Parent** (provide *own* long birth cert)
- My Grandchild** (provide your *child's long form* birth cert)
- My Grandparent** (provide *own & parent's* long form birth cert)
- A person whom I legally represent**
(Attorney's Client, Legal Guardian or Conservator of *person*)
not the estate. Must *provide* legal documentation

THE FOLLOWING ID MUST BE PROVIDED BY THE PERSON MAKING THE REQUEST:

****IF REQUIRED PROVIDE ADDITIONAL PAPERWORK*

Current photo ID. (*driver's license/passport*) If ID is *not available or is expired*, provide original copies of **2** of the following:

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

PLEASE STATE THE SIZE OF BIRTH CERTIFICATE REQUESTED:

Fee: Cash, Credit, Debit or Checks/Money Order Payable to: Manchester Town Clerk

Long Form: \$20.00 each (*required for passport, DMV, SS*)

Wallet Size: \$15.00 each (*contains only basic info, since 2001 not acceptable for legal purposes*)

MAILING REQUEST:

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

1. **Original Application Form - signed**
2. **Bank Check or Money order for payment**
3. **Photocopy of Current Photo I.D.**
4. **Self-Addressed Stamped Envelope**