

FREQUENTLY ASKED BIRTH QUESTIONS:

CT State Dept. of Public Health contact:

Phone: 860-509-7700

e-mail: <https://portal.ct.gov/DPH/Vital-Records/State-Vital-Records-Office--Home>

1. If I do not have any of the ID requirements, how can I obtain a birth certificate?

- a. A parent, adult child, grandparent, adult grandchild or representing attorney can obtain your birth certificate with their ID and the appropriate documentation. Click *Who Has Access* link on birth page for more information.

2. Can I pay by phone?

- a. No, but you can pay online by using our 3rd party vender VitalChek. See *Obtaining Birth Certificates by Mail* section #6 on the main birth page to get additional information and the link.

3. Can I obtain or verify information on my birth certificate by phone?

- a. No. Birth information is confidential. If you only want to know information and not purchase the certificate, an application and ID must still be provided. Indicate what information you require and that information will be returned to you.

4. Does Manchester have old birth records in their files?

- a. Manchester's records go back to 1853. If you need a record before that time you will need to contact the Dept of Public Health at the State.

5. If I don't know where I was born but it was in CT, where do I go?

- a. Contact the Dept. of Public Health at the State. They retain all records for the entire state of CT.

6. I am required to get my birth certificate with the State File number on it. Where do I get it?

- a. The town only has select years containing records with state file numbers before 2003. If you apply to the Dept of Public Health at the State, their records will always contain the State File Number.

7. I was adopted, what name is on my birth certificate and what parents do I list?

- a. If you were legally adopted, your birth certificate would have your adoptive parents and your current name. If the adoption paperwork was never given to the DPH, the birth certificate will contain the old information still. To update your record contact The Dept of Public Health at the State at 860-509-7956.

8. I was adopted. I would like to see my original birth certificate.

- a. The original birth certificate is located at the Dept of Public Health. To view the original certificate, you must contact their office.

9. Can a guardian of a child obtain a birth certificate?

- a. Yes. Must provide *current* guardianship certified paperwork from the court and photo ID.

10. Can an attorney get a birth certificate?

- a. Yes with the appropriate documentation. They can only get a birth cert for a living client they represent or the certificate for that client's minor child (as long as parent is listed on birth cert). They cannot get a

deceased clients birth cert. The attorney must get a signed release from the client they represent giving them permission to get the birth cert on their behalf. The attorney must also provide a request letter on their letterhead and their ID.

11. How do I add/remove or change a parent on my child's birth certificate?

- a. Only the Dept. of Public Health at the State can add, change or remove a parent. Contact **860-509-7954** for additional information and procedures.

12. Can I change my gender marker on my birth certificate?

- a. Only the Dept. of Public Health at the State can change the gender marker due to a sex change. If you are also changing your name, both changes can be made at the same time. Contact **860-509-7956** for additional information and procedures.

13. Where do I start if I want to change my name or my child's name and have that reflected on the birth certificate? How do I change the name on a birth certificate?

- a. Apply to the Probate Court to get approval for a legal name change. After you have gone there and received the official certified legal name change form, that is then brought to the town in which you were born. For further instructions, go to the *Legal Name change* instructions link on the birth page.

14. There is an error on my or my child's birth certificate. How do I get it fixed?

- a. The record must be a Manchester event. Call 860-647-3037 and ask for Lisa or e-mail eirish@manchesterct.gov . The required documents and information to be submitted will be determined at that time.