

TO: All Birth Record Applicants

FROM: Michelle Dowling
Town Clerk & Registrar of Vital Statistics

RE: Vital Record Regulations

Please read the following excerpt from the State of Connecticut's regulations regarding specific identification documents that are required in order to obtain copies of birth records:

Section 19a-41-2. A copy of or access to birth certificates

- (a) Anyone requesting a copy of, either in person or by mail, or access to or permission to examine the original or any copy of the birth certificate or birth record in the custody of any registrar of vital statistics or the Department of Public Health shall provide documentation proving that such person is entitled to a copy of or access to birth certificates under Section 7-51 of the Connecticut General Statutes.
- (b) The person whose birth is recorded, if over eighteen (18) years of age, or that person's parent or guardian if that person is a minor, **shall submit a photographic identification.** Should a photographic identification be unavailable, originals or photocopies of **two (2)** of the following documents shall be substituted:
- (1) social security card;
 - (2) written verification of identity from employer;
 - (3) automobile registration;
 - (4) copy of utility bill showing name and address;
 - (5) checking account deposit slip stating name and address;
 - (6) voter registration card.

Kindly submit your request along with the required proof of identity. Copies of photo identifications are acceptable in mailed requests.

In your request, please specify the type of certificate you are requesting, either full-sized or wallet-sized. The statutory fees are \$20.00 for a full-sized certificate, which shows all record information; and \$15.00 for a wallet-sized certificate, which only shows the birth name, date and place.

Mail to: Town Clerk, 229 Church Street, Naugatuck, CT 06770

Checks should be made payable to ANaugatuckTownClerk@.