

Town of Windsor Birth Certificate Application

Office of the Town Clerk – 275 Broad Street – Windsor, CT 06095

Phone: 860-285-1902

PLEASE PRINT

FULL NAME ON CERTIFICATE: _____			
FIRST	MIDDLE	LAST NAME	
DATE OF BIRTH: _____ / _____ / _____		PLACE OF BIRTH: _____	
Month	Day	Year	Town/City
FATHER'S FULL NAME: _____			
MOTHER'S MAIDEN NAME: _____			

PERSON MAKING THIS REQUEST

NAME: _____		
FIRST	MIDDLE	LAST NAME
ADDRESS: _____		
NUMBER/STREET/ UNIT #		
TOWN/CITY: _____	STATE: _____	ZIP CODE: _____
SIGNATURE: _____		DATE: _____
RELATIONSHIP TO PERSON NAMED ON CERTIFICATE: _____		
Proof of relationship to registrant must be provided.		
IF MAKING REQUEST BY MAIL:		
PHONE #: _____	EMAIL: _____	

CERTIFICATE SIZE

<input type="checkbox"/> FULL SIZE \$20.00 Number of copies: _____ A minor must have a parent or guardian's signature on this form for a full size copy.	<input type="checkbox"/> WALLET SIZE \$15.00 The wallet size birth certificate contains less information than the full size certificate. It may not satisfy all proof of identification requirements such as those needed for a passport.	TOTAL NUMBER OF COPIES: _____ X \$20.00 = \$ _____ _____ X \$15.00 = \$ _____ TOTAL: \$ _____ PLEASE DO NOT MAIL CASH
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Attach a copy of the requester's valid government issued photo ID or passport

OR

two (2) forms of the following below:

- Social Security card
- Written verification of identity from employer
- Automobile registration
- Copy of utility bill showing name & address
- Voter's registration card
- Checking account deposit slip
- Current school or college photo ID

Please mail the completed request with the following requirements:

- Check or Money Order made payable to the Town of Windsor.
- Photocopy of current government issued photo ID.
- (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).
- Enclose a self-addressed stamped envelope.

Mail request to: Town Clerk's Office, 275 Broad St., Windsor CT 06095