



TOWN OF PORTLAND

Town Clerk's Office
33 East Main Street, P.O. Box 71 Portland, CT 06480

APPLICATION FOR CERTIFIED BIRTH CERTIFICATE

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

PHOTOGRAPHIC IDENTIFICATION OF APPLICANT IS REQUIRED

Photographic identification may be substituted by any two of the following documents:

- 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

_____ **Full Size Certified Copy** (Fee \$20.00 per each certified copy)

I am applying for the birth certificate of:

FULL NAME: _____

Date of Birth: _____

Place of Birth: (Town, State) _____

Parent 1: Full Birth Name _____

Parent 1: Birthplace (State) _____

Parent 2: Full Birth Name _____

Parent 2: Birthplace (State) _____

I declare this is ...

_____ My own birth certificate

_____ My child's birth certificate

_____ My parent's/grandparents birth certificate

_____ My spouse's birth certificate

_____ My grandchild's birth certificate

_____ Other _____

Signature of Applicant _____ **Date** _____

Printed Name & Address _____

Phone Number *(mailed requests only)*



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

1. Original Application Form
2. Check or money order for \$20 per copy made payable to "Town of Portland"
3. Self Addressed Stamped Envelope
4. Photocopy of Photo I.D.

For office Use Only:

Initials: _____ Date Stamp: _____

ID's: _____

Those allowed to examine birth certificates are: Chief Executive Officer of municipality or his authorized agent, local director of health or his authorized agent, attorneys, title examiners, genealogical societies, the person over 18, their children, spouse, parent, guardian or grandparent if minor, or by Court order