

## VITAL RECORDS SECTION

### General Public

#### Request for copies of records of vital events which occurred in Connecticut

Attached are the request forms to be used by individuals requesting vital records of events which occurred in the State of Connecticut. Please feel free to make copies.

The State of Connecticut Vital Records Section only maintains records which have occurred in Connecticut since July 1, 1897. For records prior to that date, please contact the town/city of occurrence or the Connecticut State Library at (860) 566-3692.

Divorce decree records must be requested from the Superior Court where the divorce was granted. Enclosed is a list of addresses and telephone numbers for Superior Courts in Connecticut. Please call the appropriate court for fees and requirements.

The vital records at the Department of Public Health (DPH) are being microfilmed which currently precludes this office from issuing certified copies of records. Requests for records must be sent to the town or city of occurrence. Enclosed is a list of Connecticut's Registrars' and Town Clerks' phone numbers and addresses.

The fee for a certificate at the town level is \$10.00. Please remit a **money order** made payable to the proper town or city.

Section 19a-41-2, of the Connecticut State Agencies' Regulations, requires that anyone requesting a copy of a birth certificate in the State of Connecticut, either in person or by mail, **must submit a photocopy of a picture identification.**

Pursuant to Connecticut General Statute §7-51 and 7-51a, Connecticut birth records which are less than 100 years old, are "confidential" and are not open to the general public. Please see the attachment pertaining to those individuals who are entitled to request and receive birth records. Anyone requesting, either in person or by mail, a copy of a birth certificate that is less than 100 years old, shall provide documentation proving that such person is entitled to a copy of the birth certificate under Section 7-51 of the Connecticut General Statutes.

Additionally, requests made for a certified copy of a marriage license will be issued without the social security numbers of the bride and groom, unless the requester is the bride, groom, officiator of the marriage, town clerk, registrar, or other persons authorized by the Department of Public Health. Similarly, for deaths occurring after July 1, 1997, the death certificate will be issued without the social security number of the decedent, unless the request is made by a party specified on the death certificate, such as the informant, licensed funeral director, licensed embalmer, conservator, surviving spouse, physician, town clerk, or registrar, or other persons as authorized by the Department of Public Health.

For additional information, please contact a DPH Customer Service Representative at (860) 509-7897 or the appropriate local registrar.

Vital Records Section  
Customer Service

**REQUEST FOR CERTIFIED COPY OF CIVIL UNION LICENSE**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE OF CIVIL UNION: \_\_\_\_\_

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SIGNATURE OF PERSON  
MAKING THIS REQUEST: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

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**PLEASE RETURN THIS APPLICATION ALONG WITH A CHECK OR MONEY ORDER FOR \$10.00\*  
PAYABLE TO TOWN OF GREENWICH, ALONG WITH A SELF ADDRESSED, STAMPED ENVELOPE  
#10 (LEGAL SIZE) AND XEROX OF PICTURE ID**

TO: VITAL STATISTICS  
TOWN HALL  
P.O. BOX 2540  
GREENWICH, CT 06836-2540

**\*\$10.00 FOR EACH CERTIFIED COPY.**