



**CITY OF DERBY, CONNECTICUT**  
[VITALS@DERBYCT.GOV](mailto:VITALS@DERBYCT.GOV)

**REQUEST FORM FOR COPY OF ORIGINAL BIRTH CERTIFICATE OF ADOPTED PERSON from the CITY OF DERBY, CT Vital Records Office**

An adopted person who is at least 18 years old, or the adopted person's adult child or grandchild may use this form to request the original birth certificate of the adopted person.

All other person's seeking to obtain a copy of the adopted person's original birth certificate must obtain a court order.

Original records of adopted persons may be stored off-site and may not be immediately available for walk-in service. Contact the Town where adopted person was born for information or complete and mail this form with payment to the City of Derby.

**Requests may take up to 30 days to be processed.**

**ADOPTION INFORMATION (Please Print)**

ADOPTIVE NAME: \_\_\_\_\_  
FIRST MIDDLE LAST NAME

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_  
MONTH DAY YEAR TOWN/CITY

ADOPTIVE MOTHER'S/ ADOPTIVE PARENT NAME: \_\_\_\_\_  
FIRST MIDDLE LAST NAME (MAIDEN If applicable)

ADOPTIVE FATHER'S/ ADOPTIVE PARENT NAME: \_\_\_\_\_  
FIRST MIDDLE LAST NAME (Maiden, If applicable)

**PERSON MAKING THIS REQUEST:**

NAME: \_\_\_\_\_  
FIRST MIDDLE LAST NAME

ADDRESS: \_\_\_\_\_  
NUMBER STREET

TOWN/CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ E-MAIL ADDRESS (optional): \_\_\_\_\_

SIGNATURE: **X** \_\_\_\_\_

RELATION TO PERSON NAMED IN CERTIFICATE: \_\_\_\_\_

REASON FOR MAKING REQUEST: \_\_\_\_\_

- **SUBMIT A COPY OF YOUR CURRENT GOVERNMENT-ISSUED PHOTO IDENTIFICATION, (Ex: valid driver's license (front and back), passport, or state issued ID); IF MARRIED OR NAME HAS CHANGED, SEND COPY OF MARRIAGE CERTIFICATE/LEGAL NAME CHANGE**
- **IF YOU ARE THE ADOPTED PERSON'S ADULT CHILD OR GRANDCHILD, DOCUMENTATION VERIFYING RELATIONSHIP TO REGISTRANT IS REQUIRED (Ex: copies of birth certificates to prove relation)**
- **SEND COURT ORDER, IF APPLICABLE**
- **SEND MONEY ORDER IN THE AMOUNT OF \$65.00 MADE PAYABLE TO "CITY OF DERBY", OR COMPLETED CREDIT CARD AUTHORIZATION FORM. DO NOT SEND CASH OR PERSONAL CHECKS.**
- **SUBMIT REQUEST, IDENTIFICATION DOCUMENTS, AND \$65.00 PAYMENT TO:**

**MAIL:** CF Birth Certificate Request  
Marc J. Garofalo, Derby Town/City Clerk  
1 Elizabeth Street, Derby, CT 06418

**EMAIL:** [VITALS@DERBYCT.GOV](mailto:VITALS@DERBYCT.GOV)

Please refer to the Town Website at: [www.derbyct.gov](http://www.derbyct.gov) or CT DPH website: <https://portal.ct.gov/dph/vital-records/contact-us>

## REQUESTING A BIRTH CERTIFICATE FOR A PERSON WHO WAS ADOPTED

### How Do I Request an Uncertified Copy of an Original Birth Certificate of an Adopted Person?

If a new birth certificate is created at the time a person is adopted, the original birth certificate is sealed in a confidential file.

Certain persons are eligible to obtain an uncertified copy of an original birth certificate of an adopted person without a court order. To be eligible you must be the person named on the original birth certificate and at least 18 years old, or such person's adult child or grandchild.

Uncertified copies of original birth certificates are for informational purposes only. It is a superseded certificate that has no legal purpose. It cannot be used for legal proof of identity or as a substitute for an official certified birth certificate.

- If you are eligible to request a copy of an original birth certificate without a court order, complete the [Application For Copy of Original Birth Certificate for Adult Adoptees](#). Submit the completed application to the local registrar of the town where the adopted person was born along with a photocopy of a government issued photographic identification, such as a driver's license, passport, or other government issued photo ID. Do not submit originals. Also, send the applicable fee (\$65). If you are the adopted person's adult child or grandchild, you must also send documentation (such as a birth certificate) verifying the relationship to the registrant.
- Any person other than the adopted person, or the adopted person's adult child or grandchild must obtain a court order allowing the release of the original birth record. After receiving the court order, follow the directions on how to order an original certificate of an adopted person mentioned above. Be sure to include the original court order along with your application.

Requests for Original Birth Certificates of Adopted Persons are processed by the local registrar of the town where the person was born. Original records of adopted persons may be stored off-site and may not be immediately available for walk-in service at the local registrar office. Contact the Town where adopted person was born for information or complete and mail this form with payment to Town of Birth. You should contact the CT Department of Public Health if the town where person was born is unable to locate an original birth certificate. The \$65 fee will be returned to the requester if record is not found.

### Health History of Biological Family

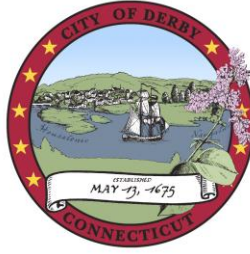
Health History information related to the adopted person's birth family may be available at the Department of Children and Families. Also, there may be a form on file at the Department of Children and Families indicating whether a birth parent would like to have contact with the adopted person, or the adopted person's child or grandchild. To find out whether this information is available and to obtain this information go to the [Department of Children and Families website](#) or contact them at:

DCF/Adoption Search Unit  
505 Hudson Street, 10th Floor  
Hartford, Connecticut 06106

(860) 550-6582

# City of Derby, Connecticut

One Elizabeth Street - 06418



Marc J. Garofalo, MPA, CCTC  
Town / City Clerk

vitals@derbyct.gov

Telephone - 203.736.1462 Ext. 0  
FAX - 203.736.1479

## Credit Card Authorization Form

### CARDHOLDER INFORMATION

Name: \_\_\_\_\_

Billing Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

I authorize a one-time charge against my credit card for the following amount:

\$ \_\_\_\_\_ **\$65.00** per Uncertified Copy of Original Birth Certificate (Adoption)

\$ \_\_\_\_\_ **\$1.00** USPS First Class Mail (Postage)

\$ \_\_\_\_\_ **\$30.00** USPS Priority Express (1-2 Days) (Shipping)

\$ \_\_\_\_\_ **\$2.00** Credit Card Processing Fee (2.5% over \$80.00)

\$ \_\_\_\_\_ **TOTAL CHARGE**

### CREDIT CARD INFORMATION

Credit Card Type:  MasterCard  Visa  American Express  Discover Card

Number: \_\_\_\_\_

Expiration Month: \_\_\_\_\_ Expiration Year: \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Security Code: \_\_\_\_\_