



OFFICE OF THE TOWN CLERK
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Holly P. Krouse, CCTC
Town Clerk

Lauren Dombrowski
Assistant Town Clerk

INSTRUCTIONS FOR REQUESTING A BIRTH, MARRIAGE OR DEATH CERTIFICATE

Include the following:

1. Download and fill out request form from the town website www.barkhamsted.us
2. Enclose a copy of a valid, government issued photographic identification; or if photo ID is not available, at least two of the following documents:
 - A Social Security Card
 - Written verification of identity from employer
 - Automobile registration
 - Copy of utility bill showing name and address
 - Checking account deposit slip showing name and address
 - Voter registration card
3. Please note: for Marriage or Death certificates, the ID requirement is necessary for receiving a certificate with the social security number(s). Per State Statutes on Vital Records, depending on the requester and the ID's received with the request, the social security numbers may be redacted.
4. Fee: \$20 per document. Check or money order made payable to "Barkhamsted Town Clerk". Credit or debit cards also accepted but will include a 3% service fee.
5. For return of your certificate, please include a self-addressed postage-stamped envelope if ordering by mail. Please include credit card information if ordering by email. If requesting faster return by USPS Express Mail please also add an additional \$25.
6. To pay by credit/debit card, please provide the following:
 - Name on card
 - Card number
 - Expiration date
 - Security code on back of the card