

TOWN OF WINDHAM
TOWN CLERK

Patricia P. Spruance
Town Clerk/Treasurer
Barbara J. McKinney
Correna Bibeau
Assistants
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979 Main St.
P.O. Box 94
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06226
(860) 465-3013
(860) 465-3012

INSTRUCTIONS FOR REQUESTING A BIRTH, MARRIAGE OR DEATH CERTIFICATE

Include the following:

1. Download form from windhamct.com
2. Also 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. Fee: \$20 long form, \$15 wallet size, and \$1 plastic sleeve for wallet size. Check or money order payable to "Town of Windham".
4. For Marriage or Death Certificates the ID requirement is necessary if receiving a certificate with the social security number(s). The social security numbers will be redacted if no ID is included with the request.
5. Self-addressed stamped envelope