

University of Connecticut
Department of Human Resources

INSTRUCTION SHEET FOR EMPLOYEE RELATING TO DATE OF BIRTH

To:

Current Date:

Date of Retirement:

In the event that you cannot obtain your birth certificate or certification of birth from a State Health Department, you must comply with the following:

1. Execute the attached affidavit, and
2. Supply the Retirement & Benefit Services Division with two of the following documents which reference your date of birth:
 - a. 1910/1920/1930/1940 Census Record (Department of Commerce, Bureau of Census, Washington, D.C.)
 - b. Religious Record (such as certificate of baptism)
 - c. Insurance Record
 - d. Early School Record
 - e. Military Record
 - f. Passport
 - g. Naturalization Papers
 - h. Letter from Social Security stating Date of Birth
 - i. Hospital Record

Please send the completed affidavit and the documents to:

Retirement & Benefit Services Division
Attention: Audit Unit
55 Elm Street
Hartford, CT 06106