



COLORADO BIRTH CERTIFICATE REQUEST

Colorado has birth records for the entire state since 1910. Birth certificates are also available from the county office(s); for all county locations visit <http://www.colorado.gov/cdphe>

Ways to Order:

- In Person: Same day service. Hours are Monday-Friday 8:30 a.m.- 4:30p.m.
- Mail Orders: Send check or money order payable to Vital Records to the address listed on the right. Orders are mailed in 2 weeks after receipt of your request.
- Phone Orders: 1-866-300-8540
- Online Orders: www.vitalchek.com Phone and Online orders are mailed 3-5 days after receipt of the request.

Vital Records - Certification
4300 Cherry Creek Drive South
Denver, CO 80246-1530
www.colorado.gov/cdphe
Email: vital.records@state.co.us
Phone: (303) 692-2200

REQUIREMENTS	<input type="checkbox"/> This request must be completed in full. Please type or print clearly.
	<input type="checkbox"/> Enclose a copy of a current driver's license, passport or State identification (see reverse side).
	<input type="checkbox"/> Enclose appropriate fees
	<input type="checkbox"/> Person requesting to receive a birth certificate must sign below.
	<input type="checkbox"/> Proof of Relationship is required (Parents and Registrant excluded)
	<input type="checkbox"/> Enclose a copy of the death certificate if the person is deceased.

Requestor Information (Please Print)

Name of Person Making Request	First Name	Middle	Last	Email:	
Mailing Address	Street	Apt #	City	State Zip	Daytime Phone ()
Physical Address	Street	Apt#	City	State Zip	Alt Phone Number ()
Relationship to Registrant* (person named on certificate) *see reverse side	<input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Step-parent <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Legal guardian <input type="checkbox"/> Legal representative <input type="checkbox"/> Other _____				
Reason for Request:	<input type="checkbox"/> Newborn <input type="checkbox"/> Travel/Passport <input type="checkbox"/> Records <input type="checkbox"/> School <input type="checkbox"/> Insurance <input type="checkbox"/> Other: _____				

Registrant Information (Please Print)

Person listed on the birth certificate. **If adopted, provide adoptive information and see special service on the bottom of the reverse side.**

Full Name at Birth	First	Middle	Last	
Date of Birth	Month	Day	Year	Is this person deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must provide a copy of the death certificate
Place of Birth	City	County	State Colorado ONLY	
Full Name of Mother or Parent A	First	Middle	LAST NAME PRIOR TO FIRST MARRIAGE	
Full Name of Father or Parent B	First	Middle	LAST NAME PRIOR TO FIRST MARRIAGE	
Pursuant to Colorado Revised Statutes, 1982, 25-2-118 and as defined by Colorado Board of Health Rules and Regulations, applicant must have a direct and tangible interest in the record requested. The penalties for obtaining a record under false pretenses include a fine of not more than \$1,000.00, or imprisonment in the county jail for not more than one year or both such fine and imprisonment (CRS 25-2-118).				
By signing below, I have read and understand that there are penalties for obtaining a record under false pretenses.				Today's Date
<input type="checkbox"/> Sign Here				

Charges: (FEES NON-REFUNDABLE)

\$20.00 for one (or search when no record found)	\$ _____	<u>Credit Card Orders**</u>
\$13.00 for each additional certificate of the same record ordered at the same time	\$ _____	Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express
\$35 for each heirloom certificate	\$ _____	Cardholder Name: _____
\$10.00 credit card convenience charge (walk- ins excluded).....	\$ _____	Card Number: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Please check your shipping method:		Expiration Date: _____ / _____
<input type="checkbox"/> Regular Mail (\$0.00)		
<input type="checkbox"/> FedEx* next business afternoon (check, money order, cash ONLY) (\$20.00).....	\$ _____	
<input type="checkbox"/> UPS* next business afternoon (credit card orders ONLY) (\$20.00)	\$ _____	
Total Charges	\$ _____	**\$10.00 convenience charge will be added

*Within the continental U.S.

Proof of Relationship

If your name is not listed on the birth certificate, proof of relationship is required before the birth certificate will be issued (e.g. marriage certificate, birth certificate, court orders). Certified Birth certificates may be issued to:

- The registrant (person named on the certificate)
- Spouse
- Parents
- Siblings
- Adult children
- Grandparents
- Great grandparents
- Grandchild
- Stepparents
- Legal guardian

Legal representatives of any of the above must present proof of client relationship

For a complete list visit: <http://www.colorado.gov/cdphe/vitalrecords>

Proof of Identity

ACCEPTED ID DOCUMENTS	PRIMARY LIST	OR	SECONDARY LIST	WE CANNOT ACCEPT THE FOLLOWING:
	<p>Submit one of the following. No expired documents accepted.</p> <ul style="list-style-type: none">→ Alien Registration Receipt/Permanent Resident Card→ Certificate of U.S. Citizenship→ Jail Temporary Inmate ID: Denver and Pueblo county→ Colorado Department of Corrections ID card→ CO Temporary Driver's license / State ID (must be current)→ Department of Human Services Youth Corrections ID→ Employment Authorization Card (I-766)→ Foreign Passport→ Government Work ID→ Job Corps ID→ Photo Driver's license / Photo ID Card (DMV U.S. only)→ School, University or College ID Card (must be current)→ Temporary Resident Card→ U.S. B1/B2 Visa card with I-94→ U.S. Certificate of Naturalization→ U.S. Citizenship ID Card (I-197)→ U.S. Military ID card→ U.S. Passport→ U.S. Merchant Mariner ID / Book		<p>Submit two of the following ONLY if you do not have a document listed under the Primary List. Documents expired more than six months will not be accepted.</p> <ul style="list-style-type: none">→ Acknowledgment of Paternity document(Colorado only)→ Birth Certificate of Applicant (U.S.A only)→ Court order of adoption or name change→ Colorado craft or trade license→ DD-214→ Divorce Decree (U.S.A only)→ Hospital birth worksheet (for infants under 6 months)→ Hunting or Fishing License (must be current-Colorado only)→ IRS-TIN card→ Marriage license (U.S.A only)→ Medicare Card→ Foreign or International Driving License (with photo)→ Mexican voter registration card→ Motor vehicle registration or title (U.S.A only)→ Pilot license→ Selective Service Card (U.S.A only)→ Social Security Card→ State or federal prison or corrections card→ Weapon or gun permit (U.S.A only)→ Work ID, Paycheck Stub (within 3 months) or W-2 (Last tax year)→ Any Expired document from the Primary List (cannot be expired more than 6 months)	<p>→ Matricula Consular Card</p> <p>→ Novelty ID Card</p> <p>→ Non-expiring Identification Cards (unless issued in last 5 years)</p> <p>→ Souvenir birth certificates</p> <p>→ Out-of-StateTemporary Driver's license or Temporary State ID</p> <p>→ Medicaid card / WIC</p>

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide appropriate identification, to request the certificate.

OPTION AVAILABLE FOR ADOPTIONS

Only an adoptive parent or adopted person is eligible for this special service. ONLY sign below if you wish the statement "ISSUED PURSUANT TO ADOPTION" to appear on the birth certificate which indicates this person is adopted.

Sign Here

Signature of: adopted person adoptive parent

Number of copies to be issued with "Issued pursuant to adoption" requested: _____