Vital Records - Adoption
4300 Cherry Creek Drive South | Denver, CO 80246
(303) 692-2226 | www.colorado.gov/cdphe/adoption

Application to Access an Original Birth Certificate Prior to Adoption

Original birth certificates prior to adoption are accessible to eligible parties through Vital Records.
All adoption records are held in county courts and certain state agency files and are directly accessible to eligible parties.
ALL REQUESTS MUST INCLUDE A VALID ID, PROCESSING FEE AND PROOF OF RELATIONSHIP. See reverse side for additional information.

The following eligible parties have direct access: ☑ check box that applies:

I am the...

- ❑ Adult adoptee
- ❑ Adoptive parent of a minor adoptee
- ❑ Custodial grandparent of a minor adoptee
- ❑ Legal representative of any such individual
- ❑ Sibling/half sibling
- ❑ Birth parent

The following eligible parties MUST obtain notarized written consent of adult adoptee: ☑ check box that applies:

I am the...

- ❑ Spouse of an adult adoptee
- ❑ Adoptive parent of an adult adoptee
- ❑ Legal representative of any such individual
- ❑ Adult descendant of an adult adoptee
- ❑ Grandparent of an adult adoptee

****CONSENT TO RELEASE****
-ATTACH A PHOTOCOPY OF ADULT ADOPTEE'S IDENTIFICATION

Signature of adult adoptee

SIGNATURE

Subscribed and sworn to before me this

_____day of _____20_____

Notary Public

My commission expires_____

In the county of _____

State of _____

❑ **Adoptee is deceased. All individuals above have access to the original birth certificate and must submit: 1) proof of relationship; and 2) a certified copy of the death certificate.**

REQUESTOR INFORMATION:

Print name of person making request:	First	Middle	Last			Email
Mailing address:	Street address	Apt#	City	State	Zip	Daytime phone ( )

INFORMATION BELOW REQUIRED.
PROVIDE ADOPTIVE INFORMATION: BIRTH PARENT/SIBLING PROVIDE BIRTH INFORMATION

Full name:	First	Middle		Last
Date of birth:	Month	Day	Year ____ ____ _____	Birthplace **Colorado/Foreign country with Colorado adoption only**
Full name of father:	First	Middle		Last
Full name of mother prior to first marriage:	First	Middle		Maiden last name (prior to first marriage)

Pursuant to Colorado Revised Statutes, 1982, 25-2-118 and as defined by the 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 note 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

SIGNATURE

PROCESSING TIME:
60 business days from the date received on ALL requests below.
Incomplete applications will be returned to requestor.

WAYS TO ORDER:
A VALID ID IS REQUIRED WITH ALL REQUESTS.

❶ **Apply in person:** Office hours are from 8:00-5:00, MONDAY-FRIDAY.

❷ **Mail in your application** along with a check, money order, or credit card information.

Make check or money order payable to: Vital Records.

(✔) CHARGES: ALL FEES ARE NONREFUNDABLE **$37.75**

- ❑ $10.00 Additional copies ..... $_____
- ❑ $17.75 Amended copies ..... $_____
  (siblings/half siblings only)
- ❑ $0.00 Regular mail (U.S. Postal Service) ..... $ 0.00
- ❑ $19.00 Expedited shipping (USA only): ..... $_____
  - ❑ FedEx (check, money order, cash orders ONLY)
  - ❑ UPS (credit card orders ONLY)
  - ❑ Express Mail USPS

TOTAL ..... $_____

***Credit card orders:**
$10.00 convenience charge will be added to the total amount. American Express will be charged the convenience charge on all orders.

Card Type: ❑ VISA ❑ MasterCard ❑ Discover ❑ American Express

Cardholder name: _____

Card Number: |_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Expiration Date: _____/_____

PROOF OF RELATIONSHIP

Please note that if proof of relationship is required the documents you provide must establish your relationahip: (e.g. marriage certificates, birth certificates, court orders). Identification may be used to establish proof of relationship for adoptee, birth parent or adoptive parent **only**.

ACCEPTABLE FORMS OF IDENTIFICATION

At least 1 of the following:
(No expired documents accepted)

'Primary' List

- Alien registration receipt/permanent
- Resident card
- Certificate of U.S. citizenship
- City of denver county jail inmate ID
- Colorado department of corrections ID card
- Co temporary driver's license (with hole-punched driver's license)
- 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)
- 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

Or at least 2 of the following:
(Any document expired more than six months will not be accepted)

'Secondary' List:

- Acknowledgment of paternity document (Colorado only)
- Birth certificate of applicant (U.S. only)
- Court order of adoption or name change
- Craft or trade license (Colorado only)
- DD-214
- Divorce decree (U.S. only)
- Hospital birth worksheet (ID for mothers- within 6 months of event)
- Hunting or fishing license (must be current-Colorado only)
- IRS-TIN card
- Marriage license (U.S. only)
- Medicare card
- Merchant mariner card
- Mexican voter registration card
- Motor vehicle registration or title (must be current—U.S. only)
- Pilot license
- Selective service card (U.S. only)
- Social security card
- Social services card (WIC)
- State or federal prison or corrections card
- Tribal ID card
- Weapon or gun permit (U.S. 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)

We are sorry, but we cannot accept:

- Matricula consular card
- Novelty ID card
- Non-expiring identification cards
- City or county prison/jail ID
- Souvenir birth certificates
- Temporary driver's licenses or temporary state ID card
- Medicaid card