



DATA WORKSHEET FOR THE BIRTH CERTIFICATE

(Adoptions, Paternities, & Maternities only)

Please Note : If this is a stepparent adoption, the information concerning the biological parent(s) must be furnished Upon receipt of your request, allow up to 30 days for your request to be processed

1. ADOPTIONS (documentation below needed along with this form) <i>Please note: Court order must be certified and will not be returned</i>	
Adoption Decree Or Findings of Birth Facts Along with Adoption Decree (Foreign born only)	Type of Adoption (Check only one ✓) ▶ <input type="checkbox"/> Single-parent adoption <input type="checkbox"/> Stepparent adoption <input type="checkbox"/> Second parent adoption

2. PATERNITIES/MATERNITIES (add/remove father/mother) (documentation below needed along with this form) <i>Please note: Court order must be certified and will not be returned</i>	
Acknowledgement of Paternity signed by natural parents (Registrant 18 or over) Or Paternity/Maternity Determination (Court ordered, but not Report of Paternity Determination)	<i>(Registrant is under 18, you can only change last name to that of the father, must be signed by both parents)</i> <i>(Registrant is over 18, cannot change last name without a court ordered legal name change order)</i>

3. INFORMATION AS IT CURRENTLY APPEARS ON THE BIRTH CERTIFICATE					
REGISTRANT'S NAME ▶		First	Middle	Last(s)	Suffix/Title
GENDER (Sex) ▶	<input type="checkbox"/> Male <input type="checkbox"/> Female	DATE OF BIRTH ▶	(mm/dd/yyyy)	PLACE OF BIRTH ▶	City/County/State (if not Colorado give country)
MOTHER'S NAME ▶		First	Middle	Maiden Last Name (name prior to first marriage)	
FATHER'S NAME ▶		First	Middle	Last(s)	Suffix/Title <input type="checkbox"/> ✓ Check this box to remove this father from the birth certificate

4. INFORMATION NEEDED TO PREPARE THE NEW BIRTH CERTIFICATE					
REGISTRANT'S NEW NAME ▶		First	Middle	Last(s)	Suffix/Title
MOTHER'S INFORMATION ▶		First Name	Middle Name	Maiden Last Name (name prior to first marriage)	
DATE OF BIRTH ▶	(mm/dd/yyyy)	PLACE OF BIRTH ▶	(state or country)	Please check parents role if other than mother ▶	<input type="checkbox"/> Father <input type="checkbox"/> Coparent
FATHER'S INFORMATION ▶		First Name	Middle Name	Last Name(s)	Suffix/Title
DATE OF BIRTH ▶	(mm/dd/yyyy)	PLACE OF BIRTH ▶	(state or country)	Please check parents role if other than father ▶	<input type="checkbox"/> Mother <input type="checkbox"/> Coparent

5. SERVICES AND FEES (FEES ARE NON-REFUNDABLE)					
	Quantity	Fees	=	Total	
Processing Fee - (fee does not include birth certificate).....		20.00	=	\$	
1 st certified copy of the birth certificate - (if applicable, see exchange policy).....	x	17.75	=	\$	
*Additional copies of the same certificate ordered at the same time or exchanges....	x	10.00	=	\$	
Heirloom certificate <i>To see image visit our website</i>	x	35.00	=	\$	
**Credit card convenience charge (Walk-ins)		10.00	=	\$	
Expedited shipping (USA Only) ▶	<input type="checkbox"/> Express mail <input type="checkbox"/> FedEx (check or money order only) <input type="checkbox"/> UPS (credit card only)	19.00	=	\$	
Regular mail no charge					
Total Number of Birth Certificates: _____				Grand Total: \$ _____	

6. METHOD OF PAYMENT
We accept Checks (no temporary) and/or Money Orders (payable to Vital Records), and Credit Cards. Not responsible for cash sent through the mail

7. CREDIT CARD ORDERS				
(check box ✓) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover **\$10.00 convenience fee will apply				
Cardholder name	Cardholder Signature	Credit Card Number	Expiration Date	Total Charges (\$)

8. REQUESTOR INFORMATION AND RETURN MAILING ADDRESS			
The penalties for obtaining a record under false pretenses include a fine of not more than \$1,000 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 understood that there are penalties for obtaining a record under false pretenses			
The information listed above is true to the best of my knowledge and belief and I (we) request that the birth certificate be changed accordingly.			
Your Relationship to the Registrant (Check all that apply ✓) <input type="checkbox"/> Self <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Co-Parent <input type="checkbox"/> Legal Representative (must show proof)			
SIGNATURE ▶	Date _____	SIGNATURE ▶	Date _____
CURRENT MAILING ADDRESS ▶	Address	City	State Zip
DAYTIME TELEPHONE # ▶	EMAIL ADDRESS (Print Clearly) ▶		

9. CONTACT AND RETURN MAILING INFORMATION		RETURN THIS FORM TO US ALONG WITH THE FOLLOWING:
✓ Check box <input type="checkbox"/> ***A PHOTOCOPY OF YOUR ID <input type="checkbox"/> THE FEES <input type="checkbox"/> DOCUMENTARY EVIDENCE (see #3 or #4 above) TO:		
Vital Records, Specialty Unit, 4300 Cherry Creek Drive South, Denver, CO 80246		
Phone: 303-692-2227	Email: cdphe_specialtycertificates@state.co.us	Website: www.colorado.gov/cdphe

ELIGIBLE PARTIES

REGISTRANT'S AGE ▶

Over 18 ▶

Under 18 ▶

Application must be made by the registrant or his/her legal representative (must show proof)

Application may be made by one or both parents, a legal guardian/representative (must show proof)

LINKS AND CONTACT INFORMATION FOR AGENCIES REGARDING [ADOPTIONS](#) AND [PATERNITIES/MATERNITIES](#) AND [FORMS](#)

[COLORADO DISTRICT COURTS](#)

www.courts.state.co.us

1st Judicial District
Gilpin 303-582-5522
Jefferson 303-271-6145

7th Judicial District
Delta 970-874-6280
Gunnison 970-641-3500
Hinsdale 970-944-2227
Montrose 970-252-4300
Ouray 970-325-4405
San Miguel 970-728-3891

12th Judicial District
Alamosa 719-589-4996
Conejos 719-376-5465
Costilla 719-672-3681
Mineral 719-658-2575
Rio Grande 719-657-3394
Saguache 719-655-2522

16th Judicial District
Bent 719-456-1353
Crowley 719-267-4468
Otero 719-384-4951

2nd Judicial District
Denver 720-865-8301

8th Judicial District
Jackson 970-723-4363
Larimer 970-498-6100

13th Judicial District
Kit Carson 719-346-5524
Logan 970-522-6565
Morgan 970-542-3435
Phillips 970-854-3279
Sedgwick 970-474-3627
Washington 970-345-2756
Yuma 970-332-4118

17th Judicial District
Adams 303-659-1161
Broomfield 720-887-2100

3rd Judicial District
Huerfano 719-738-1040
Las Animas 719-846-3316

9th Judicial District
Garfield 970-945-5075
Pitkin 970-925-7635
Rio Blanco 970-878-5622

14th Judicial District
Grand 970-725-3357
Moffat 970-824-8254
Routt 970-879-5020

18th Judicial District
Arapahoe 303-649-6355
Douglas 720-437-6200
Elbert 303-621-2131
Lincoln 719-743-2455

4th Judicial District
El Paso 719-448-7700
Teller 719-689-2574

10th Judicial District
Pueblo 719-583-7000

15th Judicial District
Baca 719-523-4555
Cheyenne 719-767-5649
Kiowa 719-438-5558
Prowers 719-336-7424

19th Judicial District
Weld 970-351-7300

5th Judicial District
Clear Creek 303-679-4220
Eagle 970-328-6373
Lake 719-486-0535
Summit 970-453-2272

11th Judicial District
Chaffee 719-539-2561
Custer 719-783-2274
Fremont 719-269-0100
Park 719-836-2940

20th Judicial District
Boulder 303-441-3750
Boulder-Longmont 720-564-2522

6th Judicial District
Archuleta 970-264-5932
La Plata 970-247-2304
San Juan 970-387-5790

21st Judicial District
Mesa 970-257-3640

22nd Judicial District
Dolores 970-677-2258
Montezuma 970-565-1111

COLORADO CHILD SUPPORT ENFORCEMENT AGENCY [Click Here](#) **WEBSITE:** www.childsupport.state.co.us
Colorado Department of Human Services, Division of Child Support Enforcement, 1575 Sherman St., Denver, CO 80203
PATERNITY HOTLINE: 303-830-3572

This is a child support enforcement line dedicated for questions regarding paternity determination for children under 18 only.

*****RETURN YOUR REQUEST WITH A COPY OF YOUR DRIVER'S LICENSE, STATE ID, PASSPORT OR OTHER ACCEPTABLE IDENTIFICATION (see below)**

RESOURCES

ID DOCUMENTS

PRIMARY LIST

Submit one document
(No expired documents accepted)

OR

SECONDARY LIST

Submit two documents

(Any document expired more than six months may not be accepted)

WE CANNOT ACCEPT THE FOLLOWING AS PROOF OF IDENTITY

- 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

- Acknowledgment of Paternity document
- Birth Certificate of Applicant (U.S.A only)
- Court order of adoption or name change
- Craft or trade license (Colorado only)
- 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
- Merchant mariner card
- Mexican voter registration card
- Motor vehicle registration or title (U.S.A only)
- Pilot license
- Property Tax Receipt (within past year)
- Selective Service Card (U.S.A only)
- Social Security Card
- Social Services Card (Medicaid, WIC)
- State or federal prison or corrections card
- Tribal ID 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)

- Matricula Consular Card
- Novelty ID Card
- Non-expiring Identification Cards
- Souvenir birth certificates
- Temporary Driver's license
- Temporary State ID

PLEASE NOTE

In some instances proof of relationship is required: (e.g. marriage certificate, birth certificates, court orders, etc...)

***EXCHANGE POLICY:** Effective 7/1/2011 previously issued certified copies of the birth certificate may be exchanged at any time after a correction or change has been made to a birth certificate for \$10.00 each. You must return the birth certificate(s) to utilize this service.

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.

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

Signature of: adopted person adoptive parent
relationship to registrant (check box ✓)