Application for Certified Verification of a Civil Union Record

INFORMATION ABOUT PERSONS WHOSE CIVIL UNION RECORD IS REQUESTED -- please type or print

This office has indices for 2013 to present.

Name of Party One
First: ____________________________ Middle: ____________________________ Last: ____________________________

Name of Party Two
First: ____________________________ Middle: ____________________________ Last: ____________________________

County Where License Was Issued: ____________________________ Date of Civil Union*: ____________________________ Today's Date: ____________________________

Purpose for copy: ____________________________ Relationship: ____________________________

Signature of Person Making Request: ____________________________

e-mail address: ____________________________ Daytime Phone: ____________________________

Street Address: ____________________________ City: ____________________________ State: ____________________________ Zip: ____________________________

*NOTE: If date is unknown, an additional fee of $1.00 per year can be submitted.

^ I consent for communications via e-mail

All requests must be accompanied by a photocopy of the requestor's identification before processing. PLEASE RETURN YOUR REQUEST WITH A PHOTOCOPY OF YOUR DRIVER'S LICENSE, STATE ID OR PASSPORT.

This office will not have a record of the civil union if the county did not forward the information for the State Index. You may need to contact each of the counties if you do not know where the license was obtained. County clerk offices are located in the county seats. A list of counties, county seats, and ZIP codes is provided on the reverse side of this form.

Ways to order: ● Apply in person for same day service. Office hours are from 8:00 a.m. to 5:00 p.m., Monday-Friday.
● Order verifications online** at www.colorado.gov/cdphe/vitalrecords. Verification(s) mailed 2-3 days after receipt of all required documentation.
● Mail in application with check, money order, or credit card information**. Verification(s) mailed within three weeks upon receipt of all required documentation.

***Convenience charge to be added. See fees below.

Make check or money order payable to Vital Records.

Credit card orders:

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

Cardholder name: ____________________________

Card Number: ____________________________ Exp. Date: ____________________________

*NOTE: If date is unknown, an additional fee of $1.00 per year can be submitted.

Charges:

Search fee where date of civil union is unknown…………………………………………………….. $ ____________
$17 for 1st standard copy (or search when no record found)…………………………………. $ ____________
$10 for each additional copy of same record ordered at same time……………………… $ ____________
$10 credit card convenience charge (walk-ins excluded)…………………………… $ ____________
$35 for each heirloom copy…………………… $ ____________

Regular mail ($0.00) 
FedEx* (check, money order, cash orders ONLY) ($20.00) 
Express Mail* ($19.95) 
UPS* (credit card orders ONLY) ($19.00)

Total Charges…………………… $ ____________

*Within continental U.S.
Certified copies of civil union verifications may be issued to:
(proof of relationship is required)

- The parties listed on certificate
- Ex-Spouses demonstrating direct and tangible interest
- Parents
- Stepparents
- Grandparents and great-grandparents
- Siblings
- Children, stepchildren, Grandchildren, and great-grandchildren
- In-laws, aunts, uncles, nieces, nephews, cousins if they can demonstrate direct and tangible interest.
- Legal representative of any of the above
- Others who may demonstrate a direct and tangible interest when information is needed for determination or protection of a personal or property right.
- Paralegal
- Consular consort
- Consulate offices
- Probate researchers with documented proof of a direct and tangible interest
- Creditors must present documentary evidence to establish direct and tangible interest
- Employer so benefits can be processed
- Insurance companies so claims/benefits can be processed

http://www.sos.state.co.us/pubs/elections/Resources/CountyElectionOffices.html