



**APPLICATION FOR CERTIFIED COPY OF: (✓)Box**  
*(This form cannot be used to order a birth certificate)*

- The Correction/Change form
- The Acknowledgment of Paternity
- A Testimonial letter

**REQUESTOR INFORMATION** (please print)

<b>Name of person making request</b>	First	Middle	Last	Suffix
<b>Mailing Address</b>	Address/City/State/Zip			
<b>Email Address</b>				Daytime Phone
<b>*Relationship to Registrant</b> (Proof of relationship might be needed)	<input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Stepparent <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 (must show proof) <input type="checkbox"/> Other:			
<b>Reason for Request</b>	Give brief explanation why this form is needed (e.g., Travel/Passport, Proof of Name Change, Hospital, M.D. Name, Other)			

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.

<b>Signature</b> ▶		<b>Date</b>	
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\*\*\*Enclose a copy of a current driver's license, passport, State identification or other acceptable ID.  
 (See reverse side for complete list of primary and secondary ID's)

**REGISTRANT INFORMATION:** Information about person whose document is being requested - Please type or Print

<b>Full Name at Birth</b>	First	Middle	Last	Suffix
<b>Date of Birth</b>	Month/Day/Year		<b>Place of Birth</b>	City
<b>State of Birth</b>	<b>COLORADO ONLY</b>			
<b>Full Name of Father</b>	First	Middle	Last	
<b>Full Name of Mother Prior to 1st marriage</b>	First	Middle	Maiden Last Name (prior to 1st marriage)	

CHARGES	(Fees are non-refundable)	Quantity (#)	Fees (\$)	Total (\$)
1 <sup>st</sup> copy of record or search .....		x	17.00	=
each copy of the same record ordered at the same time .....		x	10.00	=
**credit card convenience charge (Walk-in excluded) .....		x	10.00	=
<b>Expedited Shipping</b> ▶ <i>(USA Only)</i>	<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				
<b>Total number of copies requested</b> ▶				
			<b>Grand Total</b> ▶	

**\*\*CREDIT CARD ORDERS** mail-in, scan and email or fax request only

Card Type:  Visa    MasterCard    Discover    American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

**WAYS TO ORDER**

**Fax your application** - within continental USA to 1-800-423-1108 outside continental USA to 1-303-691-9307

**Mail in application** - with check, money order (payable to vital records) or credit card. (Not responsible for cash)

**Processing time** - Upon receipt of your request, allow up to 30 days for your request to be processed

<b>IN PERSON</b>	<b>ADDRESS</b>	<b>Email:</b> <a href="mailto:cdphe_specialtycertificates@state.co.us">cdphe_specialtycertificates@state.co.us</a>	
Walk-in Hours: Monday-Friday 8:00pm-5:00pm	Vital Records 4300 Cherry Creek Drive South Denver, CO 80246-1530	<b>Website:</b> <a href="http://www.colorado.gov/cdphe">www.colorado.gov/cdphe</a>	<b>Phone:</b> 303.692.2227 <b>Fax:</b> 1.877.260.4080

# THE OFFICE OF THE STATE REGISTRAR OF VITAL STATISTICS REQUIRES THE FOLLOWING ID DOCUMENTATION

## \*\*\*\*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

### WE ARE SORRY, BUT WE CANNOT ACCEPT:

- Matricula Consular Card
- Novelty ID Card
- Non-expiring ID cards
- Souvenir/Hospital birth certificates
- Temporary Driver's licenses or Temporary State ID Card

## \*\*\*\*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 of trade license (Colorado only)
- DD-214
- Divorce Decree (U.S. only)
- Hospital birth worksheet (within 6 months of birth)
- Hunting or Fishing License (must be current-Colorado only)
- IRS-TIN card/letter
- 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
- Property tax receipt (within past year)
- Selective Service Card (U.S. only)
- Social Security card
- Social Services Card (Medicaid, WIC)
- State or Federal prison or corrections ID card
- Tribal ID card
- Weapon or Gun Permit (U.S. only)
- Work ID, Paycheck stub (within 3 months), or W2 (last tax year)
- Any expired document from the Primary list (cannot be expired more than 6 months)

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 document.

\*Proof of relationship is required, such as a birth certificate or marriage certificate.