COLORADO
Department of Public Health & Environment

FOR OFFICE USE ONLY:
_____pick up _____call
_____mail _____email

Colorado Death Certificate Request

Apply in person for same-day services
Walk-in Hours: Monday-Friday 8:30 – 4:30
Correction Hours: Monday-Friday 8:30 – 3:30

Vital Records Section HSVR-VR-A1
4300 Cherry Creek Drive South
Denver, CO 80246-1530
www.colorado.gov/cdphe/vitalrecords
Email: vital.records@state.co.us
Phone: (303) 692-2200

Phone Orders: 1-866-300-8540
Online Orders: www.vitalchek.com
Phone/Online Follow-Up:
1-866-632-2604
Fax Orders: 1-800-423-1108

This office has death certificates for the entire state since 1900. Death certificates are also available in the county Vital Records office where the death occurred. Death certificates are considered public record after 75 years.

✓ **Requirements:**
- ❑ This request must be completed in full.
- ❑ Enclose a copy of a current driver's license, passport or State identification. (The complete list of primary and secondary ID's are available online at www.colorado.gov/cdphe/vitalrecords)
- ❑ Enclose appropriate fees.
- ❑ Person requesting to receive death certificate must sign below.
- ❑ Proof of relationship or legal interested is required (see reverse side).

Requestor Information

Print name of person making request	First	Middle	Last	Email:
Mailing Address	City	State	Zip	Daytime Phone ( )
Physical Address	City	State	Zip	Alt Phone Number ( )

Relationship to deceased **(must submit proof of relationship)** ***see reverse side**
❑ Parent ❑ Spouse ❑ Grandparent ❑ Sibling ❑ Child ❑ Funeral Director
❑ Legal Representative ❑ Other: _____

Reason for Request: ❑ Insurance ❑ Social Security ❑ Property ❑ Genealogy ❑ Other: _____

Deceased Information

❑ Check here if you are requesting a certificate of stillbirth

Full Name of deceased	First		Middle	Last
Date of death* **(or range of dates)**	Month	Day	Year __ __ __ __	Date of birth or age at death (optional) / State of birth (optional)
Place of death	City		County	State **Colorado ONLY**

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

SIGN HERE

Ways to Order:

- ****Order certificates online** at www.vitalchek.com Certificate(s) mailed 3-5 days after receipt of all required documentation.
- ****Fax your application** with credit card information: within continental U.S. fax 1-800-423-1108; outside continental U.S. fax 1-303-691-9307. Certificate(s) mailed at the end of five business days upon receipt of all required documentation.
- **Mail in application** with check, money order, or credit card information. Make check or money order payable to Vital Records. Please do not send cash. Certificate(s) mailed within three weeks upon receipt of all required documentation.
- Apply in person for same-day service. Office hours are from 8:30 a.m. to 4:30 p.m., Monday-Friday.

****Credit card orders:** ($10.00 convenience charge to be added)

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

Cardholder name: _____

Cardholder signature: _____

Card Number: _____

Expiration Date: _____/_____

FORM-VR51

Charges: (FEES NON-REFUNDABLE)

***Search fee where date of death is unknown**
($1.00 per year) ..... $_____

Cost of death certificate -$20.00 for one (or search when no record found)

First copy - check one:

The various death certificates can be viewed online at https://www.colorado.gov/cdphe/death-certificate-types.pdf.
- ❑ Standard death certificate (entire record) ..... $20.00 = $_____
- ❑ Legal death certificate (all legal and no medical information) ..... $20.00 = $_____
- ❑ Verification of death (limited legal information and no medical information) ..... $20.00 = $_____

Cost of additional certificates - $13.00 each:

Please check and indicate quantity of each certificate requested:
The various death certificates can be viewed online at https://www.colorado.gov/cdphe/death-certificate-types.pdf.
- Standard death certificate (entire record) ..... _____x$13.00 = $_____
- Legal death certificate (all legal and no medical information) ..... _____x$13.00 = $_____
- Verification of death (limited legal information and no medical information) ... _____x$13.00 = $_____

$10.00 credit card convenience charge (walk-ins excluded) ..... $_____

Please check your shipping method:
- ❑ 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 ..... $_____

Death certificates may issued to:	Document(s) needed to prove relationship:
Current spouse	Must be listed on death certificate.
Ex-spouse	Must present proof of direct & tangible interest (i.e. Social Security record, insurance policy).
Parent	Must be listed on death certificate.
Stepparent	Marriage certificate proving relationship to a parent that is listed on death certificate.
Grandparents/Great grandparents	Birth certificate(s) proving relationship required (cannot accept baptismals, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Siblings/Half siblings	Birth certificate showing at least one same parent required (cannot accept baptismals, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Children/Grandchildren/Great grandchildren	Birth certificate(s) showing relationship is required (cannot accept baptismals, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Step-Children	Marriage certificate & birth certificate proving relationship required.
Legal representative/Paralegals	Proof of client relationship required as well as proof of the client's relationship to the registrant.
Opposing counsel	Certificate will be mailed to court w/ motion to seal "confidential record." Name, address and case number of the court required.
Genealogists	Notarized signed release from immediate family member required as well as proof of the family member's relationship. Certificate marked "For Genealogical Use Only."
In-laws/aunts/uncles/nephews/nieces/ cousins	For death certificate 25 years or younger- Must present proof of direct & tangible interest (i.e. insurance policy, personal will, etc.). For death certificates over 25 years- Must present proof of relationship (a family tree would be acceptable for this case) Death certificate marked "For Genealogical Use Only."
Probate Researchers	Proof of direct & tangible interest required.
Creditors	Proof of direct & tangible interest required.
Employer	Proof of direct & tangible interest required.
Beneficiaries	Proof of direct & tangible interest required (i.e. letter on insurance company/ pension company letterhead that clearly states the applicant is a beneficiary or is eligible to file a claim).
Insurance companies	Proof of direct & tangible interest required (Insurance policy).
Hospital/Nursing home/Hospice/Physician	Proof of patient relationship required.
Funeral Directors	Must be listed on death certificate.
Informant	Must be listed on death certificate.
Others who may demonstrate a direct and tangible interest when information is needed for determination or protection of a personal or property right	Proof of direct & tangible interest required.

NOTE: Death certificates in Colorado become public record after 75 years, therefore, no proof of relationship or legal interest is required for these certificates.