

Return Completed Application to:

**Colorado Department of Public Health and Environment**

Vital Records Section  
 DELAYED RECORDS SPECIALIST  
 4300 Cherry Creek Drive South, Denver CO 80246-1530  
 (303) 692-2188

<b>FOR OFFICE USE ONLY</b>		
No Record:	____/____/____	
<input type="checkbox"/> Fee	<input type="checkbox"/> 3 <sup>rd</sup> Search	<input type="checkbox"/> Under 7

# APPLICATION TO REGISTER A DELAYED BIRTH CERTIFICATE

**PLEASE SUBMIT ALL REQUIRED DOCUMENTS AND FEE TO AVOID DELAYS.**

REQUIREMENTS TO REQUEST THE REGISTRATION OF A DELAYED BIRTH CERTIFICATE:	
<b>WHO MAY REQUEST THE REGISTRATION?</b>	(a) <b>Registrant</b> (person whose birth was not registered) (b) <b>Parent</b> (c) <b>Guardian</b> (d) <b>Any older person in his immediate family having personal knowledge of the facts of birth.</b>
<b>IDENTIFICATION</b>	<b>VALID I.D. IS REQUIRED WITH ALL REQUESTS.</b> Include a photocopy of your <u>driver's license, state identification or passport.</u> (To review the full list of primary and secondary identification, please visit <a href="http://www.colorado.gov/cdphe">www.colorado.gov/cdphe</a> )
<b>PROCESSING FEE</b>	<b>\$37.75 PROCESSING FEE - FEE IS NON-REFUNDABLE.</b> Make check or money order payable to "Vital Records" Fee includes issuance of <b>ONE</b> certified copy of the delayed birth certificate after it has been accepted for registration.
<b>DOCUMENTARY EVIDENCE</b>	<b>1. SUPPORTING DOCUMENTS-</b> Documentation is <b>required</b> to support the birth facts. Requirements depend on registrant's age. See reverse side for documentation requirements and suggested documents. <b>2. PHOTOCOPY OF THE "NOTIFICATION OF NO RECORD"</b>
<b>PROCESSING TIME</b>	The verification of documents and review process may take up to <b>ONE (1) YEAR</b> to complete. <b>All delayed birth applications are subject to final approval by the Colorado State Registrar.</b>

**REGISTRANT INFORMATION**

REGISTRANT'S INFORMATION										
<b>NAME AT BIRTH</b>	First			Middle			Last		Suffix	
<b>DATE OF BIRTH</b>	Month	Day	Year	Time of Birth		Gender		<b>IS THIS PERSON:</b>		
				A.M. P.M.		<input type="checkbox"/> Male <input type="checkbox"/> Female		Deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No		
				Hour:				Adopted? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>PLACE OF BIRTH</b>	City			County			State		<b>COLORADO ONLY</b>	
FATHER'S INFORMATION										
<b>FATHER'S NAME</b>	First			Middle			Last			
<b>FATHER'S DATE OF BIRTH</b>	Month	Day	Year	Father's Place of Birth (State or Foreign Country)						
MOTHER'S INFORMATION										
<b>MOTHER'S NAME</b>	First			Middle			<b>Maiden Last Name</b> (name prior to first marriage)			
<b>MOTHER'S DATE OF BIRTH</b>	Month	Day	Year	Mother's Place of Birth (State or Foreign Country)						

**REQUESTOR INFORMATION**

<b>Print Name</b>	First		Middle		Last	
<b>Mailing Address</b>	City			State		Zip
<b>Phone Number</b> ( )	<b>Alternate Phone Number</b> ( )			<b>Email (optional)</b>		
PLEASE BE ADVISED THAT THERE ARE PENALTIES INCLUDING THOSE PURSUANT TO THE COLORADO REVISED STATUTES 18-5-114 FOR OFFERING A FALSE INSTRUMENT FOR RECORDING. 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 understood that there are penalties for obtaining a record under false pretenses.					<b>Relationship to Registrant</b>	<b>Date</b>

- ✓ **CHECKLIST-**
- Completed application by an eligible party
  - Copy of a valid I.D.
  - Processing fee
  - Documentary evidence
  - Copy of Notification of No Record

## DOCUMENTARY EVIDENCE REQUIREMENTS

Documentation is required to support the birth facts. Documents must be from independent sources and internally consistent. All submitted documents will be reviewed and verified with the issuing agency. Any document that appears altered will **NOT** be accepted. If documentary evidence is deficient or invalid, the certificate shall **NOT** be registered. The State Registrar may establish a priority of best evidence.

REQUIREMENTS	
APPLICANTS AGE 1 TO 6	APPLICANTS AGE 7 AND OLDER
One document may be used to support several birth facts.	One document may support several facts but will <b>NOT</b> suffice to meet all the requirements. Minimum of <b>TWO</b> documents must be submitted to support all the requirements.
<ul style="list-style-type: none"><li>• <b>ONE</b> document to prove full name</li><li>• <b>ONE</b> document proving date of birth</li><li>• <b>ONE</b> document proving place of birth as Colorado</li><li>• <b>ONE</b> document proving father's name</li><li>• <b>ONE</b> document proving mother's full maiden name</li></ul>	<ul style="list-style-type: none"><li>• <b>ONE</b> document made during the first seven (7) years of life</li><li>• <b>TWO</b> documents proving date of birth or age (At least <i>one</i> showing the <i>actual date of birth</i>)</li><li>• <b>TWO</b> documents proving place of birth as Colorado</li><li>• <b>ONE</b> document proving father's name</li><li>• <b>ONE</b> document proving mother's full maiden name</li></ul>
ALL ORIGINAL SUBMITTED DOCUMENTS WILL BE RETURNED	

### \*SUGGESTED DOCUMENTS TO SUPPORT BIRTH FACTS

#### **Certified baptism certificate or church blessing certificate**

Must include the name of the church.

#### **Church ledger or other church record**

Must include the name of the church.

#### **Certified school census or school transcript**

Certified school records may be obtained from the county superintendent of schools. Report cards will only be acceptable if they list the registrant's name and date of birth or age.

#### **Census record**

Records may be obtained from the following agencies:

*US Census Bureau (812) 218-3046*

*US census records*

*Colorado State Archives (303) 866-2358*

*Colorado census records for years 1850 -1930*

#### **Bureau of Indian Affairs Census Records**

Must include agency name and contact information.

#### **Medical or hospital record**

Must include facility name and contact information.

#### **Insurance policy** (Application page of policy)

Must show evidence of being accepted or legally recorded with the agency.

#### **Certified birth certificate of son or daughter**

(County or State issued **ONLY**)

#### **U.S. Passport**

Copy of current or expired passport.

#### **Marriage Records**

Certified marriage records may be obtained from the County Clerk and Recorders office where the marriage license was issued.

#### **Certified marriage certificate**

A marriage certificate may be submitted **only** if it lists the registrant's age or birthplace and contains evidence of being recorded with the County Clerk and Recorders office.

#### **Certified copy of original application page/affidavit**

A marriage application may be submitted if it contains evidence of being recorded with the County Clerk and Recorders office.

#### **Social Security Records**

Records may be obtained from the Social Security Administration. Request a copy of the original SS5 form or computer extract (numident printout)

The receipt identifying the individual's name and social security number is NOT acceptable

*Social Security Administration (410) 965-1727*

#### **Newspaper announcement of birth**

Birth announcement must be dated.

#### **Parent's Last Will and Testament** (to prove parentage)

Must show evidence of being legally recorded with a court of competent jurisdiction.

#### **Obituary records of parent(s)** (to prove parentage)

The obituary record must be dated.

#### **Military or Selective Service Records**

Military Discharge Record (DD 214)

Draft registration card

**If documentary evidence is deficient or invalid, the certificate shall **NOT** be registered in accordance to the Colorado Revised Statutes (25-2-114)**

### Contact Information:

Blanca Casillas, Delayed Records Specialist  
Office of the State Registrar of Vital Statistics  
4300 Cherry Creek Drive South, Denver, CO 80246  
[blanca.casillas@state.co.us](mailto:blanca.casillas@state.co.us) 303.692.2188