Colorado Birth Certificate Request

Colorado Department of Public Health and Environment

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

Colorado has birth records for the entire state since 1910. Birth certificates are also available from the county office(s); for all county locations visit http://www.colorado.gov/cdphe/vitalrecords

✓ **Requirements:**
- ❑ This request must be completed in full.
- ❑ Enclose a copy of a current driver's license, passport or State identification. (See reverse side for complete list for primary and secondary ID's)
- ❑ Enclose appropriate fees
- ❑ Person requesting to receive a birth certificate must sign below.
- ❑ Proof of Relationship is required (Parents and Registrant excluded)
- ❑ Enclose a copy of the death certificate if the person is deceased.

Requestor Information

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

Relationship to Registrant (person named on certificate)*see reverse side
❑ Self ❑ Parent ❑ Grandparent ❑ Step-parent ❑ Sibling ❑ Spouse
❑ Child ❑ Stepchild ❑ Legal guardian ❑ Legal representative
❑ Other: _____

Reason for Request: ❑ Newborn ❑ Travel/Passport ❑ Records ❑ School ❑ Insurance ❑ Other: _____

Registrant Information

Information about person whose birth certificate is being requested – Please type or print
If **adopted**, provide adoptive information and see special service on other side.

Full Name at Birth	First		Middle	Last
Date of Birth	Month	Day	Year __ __ __ __	Is this Person Deceased? ❑ Yes ❑ No *If yes, must provide a copy of the death certificate*
Place of Birth	City		County	State **Colorado ONLY**
Full Name of Father	First		Middle	Last
Full Name of Mother	First		Middle	**Maiden Last Name** (name prior to first marriage)

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.colorado.gov/cdphe/vitalrecords 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

Credit card orders:

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

Cardholder name: _____

Card Number: _____

Expiration Date: ____/____

** $10.00 convenience charge to be added

Charges: (FEES NON-REFUNDABLE)

Cost of certificates:

$17.75 for one (or search when no record found)..... _____

$10.00 for each additional certificate of same record ordered at same time..... _____

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

$35 for each heirloom certificate.... ..... _____

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..... _____

*Within continental U.S.

***Certified birth certificates may be issued to:**

Please note that proof of relationship is required if your name is not listed on the birth certificate: (e.g. marriage certificates, birth certificates, court orders)

The registrant (person named on the certificate)
Parents
Grandparents
Great grandparents
Grandchild
Stepparents
Siblings
Spouse
Adult children
Legal guardian
Legal representatives of any of the above must present proof of client relationship
For complete list visit: http://www.colorado.gov/cdphe/vitalrecords

The Office of the State Registrar ov Vital Statistics requires the following 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

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 or trade license (Colorado only)
- DD-214
- Divorce Decree (U.S. only)
- Hospital birth worksheet (ID for mothers- within 6 months of event)
- Hunting or Fishing License (must be current-Colorado only)
- IRS-TIN card
- 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
- Selective Service Card (U.S. 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. 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)

We are sorry, but we cannot accept:

- Matricula Consular Card
- Novelty ID Card
- Non-expiring Identification Cards
- City or County Prison/Jail ID
- Souvenir Birth Certificates
- Temporary Driver's Licenses or Temporary State ID Card

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

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.

SIGN HERE

Signature of: ❑ adopted person ❑ adoptive parent
Relationship to registrant (chek one ✔)

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