



Identification is Required

Crowley County Local Registrar
 Vital Records
 603 Main Street
 Suite 2
 Ordway, CO 81063
 (719) 267-5555 x 2

ABN BC Number _____

of Past Issues _____ Staff Initials _____

Date _____

Number of Copies: _____

Application for Certified Copy of Birth Certificate

Print name of person making request				Reason for request			
Mailing address		City	State	Zip	Daytime Phone		
Physical address				Alt Phone Number			
Relationship to Registrant (person named on certificate) *see reverse side							
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, or imprisonment in the county jail for not more than one year or both such fine and imprisonment.							
Please return your request with a photocopy of you driver's license, state ID or passport. (Review the full list of primary and secondary identification listed on the back)							
By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses.						Today's date	
X							
Registrant Information Information about person whose birth certificate is being requested. If adopted, provide adoptive information.							
Full Name at Birth	First		Middle			Last	
Date of Birth	Month	Day	Year	Is this person Deceased? ___ Yes ___ No If Yes, date: _____ State Death Occurred: _____ Please Provide certified copy of death Certificate			
Place of Birth	City			County		State	
Full Name of Father	First		Middle			Last	
Full Name of Mother	First		Middle			Last (Maiden)	

Make check or money order payable to Crowley County Registrar. Please do not send cash through the mail.

Ways To Order:

Office hours are from 8:00 – 4:00 Monday - Friday
 Apply in person for **same day** service. Cash, checks and money orders accepted. Mail in request, certificate will be mailed within **two-three business days**. Genealogy request will be mailed within **two weeks**.

Charges: Effective July 1, 2006

\$17.75 for first copy (or search of files when no record is found).
 \$10.00 for each additional copy ordered at the same time, for the same certificate.
No Credit card orders.

<u>Office Use Only!</u>		
Full Size _____	Pocket Size _____	Total _____
SPU _____	Cert _____	Total _____
ID Copied _____	Staff initials _____	Issued By _____ Staff initials _____
SF # _____		

Right to the Record

Birth, death and fetal death certificates are **confidential** in the State of Colorado. These records are not public records and, therefore, are not subject to the Freedom of Information Act.

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

The **Registrant, Spouse, Ex-Spouses** if they need the certificate for Social Security or pension benefits.

Mother, Father if listed on the certificate, **Legal Representative** of the registrant, the registrant's spouse, children, parents or guardian (legal representative includes an attorney, physician or other authorized agent acting on behalf of the registrant or those listed). Legal representatives must present proof of client relationship. For example, a release signed by the registrant on a law firm's stationary is acceptable proof. **Paralegals** may act as authorized agent if they have proof of association with a licensed, practicing attorney. In addition, they must also have proof of the attorney's relationship with the registrant or another party eligible to receive the certificate. **Legal Guardian of the Registrant.** If a person has legal custody of a child, then a certified copy of the court order granting custody must be submitted in order to receive a certified copy of the birth certificate. A notarized Power of Attorney document may be acceptable at the discretion of the State Registrar.

Maternal Grandparents, Paternal Grandparents if father is named on the certificate, **Siblings or Half Siblings** (proof of relationship may be required), **Adult Children, Grandchildren, Stepparents.** Proof of marriage to one of the biological parents would be considered proof. **Consular Corps or Consulate Office** when acting as legal representatives of the registrant and presenting appropriate credentials.

Adoption agency representatives if they present agency identifications and submit certified final order of relinquishment or other document(s) to prove adoption agency has legal custody of the child. The adoption agency may also submit a Special Power of Attorney whereby the mother or father listed on the birth certificate grants the representative of the adoption agency Special Power of Attorney for the sole purpose of permitting the representative to obtain certified copy of the birth certificate. The Special Power of Attorney must include the name of the mother/father; the name and title of the adoption agency representative; the signature of the mother/father; and signature and seal of the notary public who witnessed the signing.

Verification of recruiters are only done for the inductee on military form DD372. If the recruiter has a signed release from the inductee, a certified copy of the birth certificate can be issued to the recruiter.

Genealogists representing the registrant or the registrant's immediate family, as listed above, may obtain copies of records needed for their research. Appropriate notarized authorizations shall be required from the registrant or registrant's immediate family members, for release of the records. Records released under this provision shall be stamped "For Genealogical Use Only."

Customers will be required to present one item from the Primary List or at least two items from the Secondary List. Items must be from separate categories. Documents that do not contain either an issue date or an expiration date will not be considered acceptable. These lists are subject to change!

Primary List: All documents must be current and valid.

Alien Registration Receipt or Certificate of US Citizenship
CO Department of Corrections ID Card
Employment Authorization Card
Foreign Passport
Permanent Resident Card
Photo Drivers License
Photo ID Card
School, University or College ID Card
Temporary Resident Card
Tribal Identification Card
US Certificate of Naturalization
US Citizenship ID Card
US Military Identification Card
US Passport

Secondary List:

Acknowledgement of paternity document
Birth Certificate of the applicant
Court Order for adoption or name change
Craft or trade license
DD-214
Divorce decree
Hospital birth worksheet
Hunting/Fishing license
Income Tax Return
IRS-TIN Card
Marriage License
Merchant mariner card
Mexican voter registration card
Motor vehicle registration or title

Secondary List:

Non-Expiring State ID cards
Pilot License
Probation Documents
Property tax receipt
Selective service card
Social security card
Social service card
State, territorial or federal prison or correction card
Voter registration card
Weapon or gun permit
Work ID, Paycheck stub or W-2

List Updated 4-5-06

***OPTIONS AVAILABLE FOR ADOPTIONS:**

Sign below only if you wish "ISSUED PURSUANT TO ADOPTION" to appear on your certified copy of the birth certificate. Only an adoptive parent or adopted person is eligible for this special service effective August 8, 2002. This service can only be completed by the state office.

Number of copies without "Issued Pursuant to Adoption" requested: _____

Number of copies with "Issued Pursuant to Adoption" requested: _____ Signature of: _____

Relationship to registrant (check one) ___ adopted person ___ adoptive parent

Colorado Department of Health and Environment

Vital Records Section

4300 Cherry Creek Drive South

Denver, CO 80246-1530

Telephone 1-303-756-4464

www.cdphe.state.co.us