

COLORADO VITAL RECORDS Birth Certificate Application

Please follow the instructions below when submitting your application.

- This request must be completed in full. Please type or print clearly.
- Enclose a copy of a current driver's license, passport or State identification (see reverse side).
- 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.

Proof of Relationship

If your name is not listed on the birth certificate, **proof of relationship is required** before the birth certificate will be issued (e.g. marriage certificate, birth certificate, court orders). Certified Birth certificates may be issued to:

- The registrant (person named on the certificate)
- Spouse
- Parents
- Stepparents
- Siblings
- Adult Children
- Legal Guardian

Legal representatives of any of the above must present proof of client relationship.

For a complete list visit: <https://cdphe.colorado.gov/vital-records-identification-and-eligibility-documentation-and-requirements>

Proof of Identity

	PRIMARY LIST	SECONDARY LIST	WE CANNOT ACCEPT THE FOLLOWING:
	Submit one of the following. No expired documents accepted.	Submit two of the following ONLY if you don't have a document listed under the Primary List. We will not accept any documents expired more than six months.	
ACCEPTED ID DOCUMENTS	• Alien Registration Receipt/Permanent Resident Card • Certificate of U.S. Citizenship • Jail Temporary Inmate ID: Denver or Pueblo county • Colorado Department of Corrections ID card • Colorado Department of Human Services Youth Corrections ID • CO Temporary Driver's license / State ID (must be current) • Employment Authorization Card (I-766) • Foreign Passport • Government Work ID • Job Corps ID • Driver's license/ID Card (DMV - U.S. only) • Foreign Driver's License/ID Card (issued directly from the foreign country's government - not state or province) • 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 (front and back) • U.S. Passport or Card • U.S. Merchant Mariner ID / Book	• 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) • Colorado Gaming License • Hospital birth worksheet (within 6 months of birth) • Colorado Hunting or Fishing License (must be current) • Foreign or International Driving License/ID Card (issued by foreign country's state or province) • Marriage license/Certificate (U.S. only) • Medicaid Card (Colorado Only) • Medicare Card • Mexican voter registration card • Motor vehicle registration or title (must be current - U.S. only) • Pilot license • State, Territorial or Federal Prison or Corrections ID Card • Selective Service Card/Letter (U.S. only) • Social Security 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)	▪ Matricula Consular Card ▪ Novelty ID Card ▪ IRS-ITIN Card or Letter ▪ Non-expiring Identification Cards (unless issued in last 5 years) ▪ Souvenir/Hospital birth certificates ▪ Out-of-State Temporary Driver's license 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.

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.

Signature of: ☐ adopted person ☐ adoptive parent

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

Today's Date:



Mineral County Public Health ♦ PO Box 425 ♦ 802 Rio Grande Avenue ♦ Creede CO 81130 ♦ 719-658-2416

Hinsdale County Public Health ♦ PO Box 277 ♦ 304 West 3rd Street ♦ Lake City CO 81235 ♦ 970-944-0321

Colorado Birth Certificate Request

Requestor Information:

Name: _____
First (Please Print) Middle Last Email

Mailing Address: _____
City State Zip Daytime Phone

Physical Address: _____
City State Zip Alt Phone Number

Relationship to Registrant:
(person named on certificate)

☐ Self	☐ Parent	☐ Step-parent	☐ Sibling
☐ Spouse	☐ Child	☐ Step-child	☐ Legal Guardian
☐ Legal Representative	☐ Other: _____		

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

Registrant Information: (person named on certificate)

Full Name at Birth: _____
First Middle Last

Date of Birth: _____ Is this person deceased? ☐ Yes ☐ No (If yes, must provide copy of death certificate)
Month Day Year

Place of Birth: _____ COLORADO ONLY _____
City County State

Full Name of Father: _____
First Middle Last

Full Name of Mother: _____
First Middle Maiden Name

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. All requests must be accompanied by a photocopy of the requestor's identification before processing.

PLEASE RETURN YOUR REQUEST WITH A PHOTOCOPY OF YOUR DRIVER'S LICENSE, STATE ID OR PASSPORT.

SIGN HERE: _____

Charges: (FEES ARE NON-REFUNDABLE)

Cost of certificates:

\$25.00 for one (or search when no record found)..... \$ _____

\$20.00 for each additional certificate of the same record ordered at the same time..... \$ _____

\$35.00 for each heirloom certificate..... \$ _____

Certified verification of death without medical cause (\$25.00 for 1st copy, \$20.00 for each additional copy..... \$ _____

Choose One:

☐ Pick-up at office

☐ USPS Priority Mail \$14.20..... \$ _____

WE APOLOGIZE FOR ANY INCONVENIENCE, BUT WE CANNOT ACCEPT CREDIT OR DEBIT CARDS

Total Charges..... \$ _____

REQUIREMENTS:

☐ This request must be completed in full

☐ Enclose a copy of a current driver's license, state identification or passport

☐ Enclose cash or check for fee payment

☐ Person requesting to receive certificate must sign form

☐ Proof of relationship or legal interest is required