DATA WORKSHEET FOR THE BIRTH CERTIFICATE

(Adoptions and Parentage Determination Only)

PLEASE NOTE : ALL COURT ORDERS MUST BE CERTIFIED . ORIGINAL DOCUMENTS WILL BE RETURNED.

CLEAR FORM

1. ADOPTIONS (documentation below needed along with this form)

Adoption Decree OR Findings of Birth Facts Along with Adoption Decree (Foreign born only) (Adult adoptions MUST include Adoption Decree)	Type of Adoption (Check only one ✓) ☐ Two parent adoption ☐ Stepparent adoption ☐ Single-parent adoption ☐ Second parent adoption

2. PARENTAGE DETERMINATION (add/remove father/mother/parent) (documentation below needed along with this form)

Acknowledgement of Parentage signed by parents (Registrant is 18 or over) OR Parentage Determination (Court ordered, not Report of Paternity Determination)	*(If registrant is under the age of 18, you can only change last name to that of the father, must be signed by both parents)* *(If registrant is over the age of 18, cannot change last name without a court ordered legal name change)*

3. INFORMATION AS IT CURRENTLY APPEARS ON THE BIRTH CERTIFICATE

Please Note: If this is a step-parent adoption, the information concerning the biological parent(s) must be furnished.

REGISTRANT'S NAME	First	Middle	Last(s)	Suffix/Title	
SEX	☐ Male ☐ Female	**DATE OF BIRTH** (mm/dd/yyyy)	**PLACE OF BIRTH**	City/County/State *(if not Colorado give country)*	
MOTHER'S NAME	First	Middle	Maiden Last Name *(name prior to first marriage)*		
FATHER'S NAME	First	Middle	Last(s)	Suffix/Title	☐ Check this box to remove this father from the birth certificate

4. INFORMATION NEEDED TO PREPARE THE NEW BIRTH CERTIFICATE

REGISTRANT'S NEW NAME	First	Middle	Last(s)	Suffix/Title	
MOTHER'S INFORMATION	First Name	Middle Name	Maiden Last Name *(name prior to first marriage)*		
DATE OF BIRTH	(mm/dd/yyyy)	**PLACE OF BIRTH** (state or country)	**Please check parents role if other than mother (✓)**	☐ Father ☐ Coparent	
FATHER'S INFORMATION	First Name	Middle Name	Last Name(s)	Suffix/Title	
DATE OF BIRTH	(mm/dd/yyyy)	**PLACE OF BIRTH** (state or country)	**Please check parents role if other than father (✓)**	☐ Mother ☐ Coparent	

5. SERVICES AND FEES (FEES ARE NON-REFUNDABLE)

	Quantity		Fees		Total
Processing Fee - (fee does not include birth certificate)			25.00	= $	0
1st certified copy of the birth certificate - (if applicable, see exchange policy)		x	25.00	= $	0
*Additional copies of the same certificate ordered at the same time or exchanges		x	20.00	= $	0
Heirloom certificate.....		x	35.00	= $	0
**Credit card convenience charge (Walk-ins excluded)			12.00	= $	
Return shipping (USA Only) Regular mail no charge	☐ FedEx next business afternoon (check or money order only) ☐ UPS next business afternoon (credit card only)		21.00	= $	0
	Total Number of Birth Certificates:		Grand Total:	$	

6. PAYMENTS ACCEPTED

Make checks and money orders payable to Vital Records. Credit cards ($3.00 minimum charge).

7. CREDIT CARD ORDERS

(check box✓) ☐ Visa ☐ MasterCard ☐ Discover ***$12.00 convenience fee will apply*

Cardholder name	Cardholder Signature	Credit Card Number	Expiration Date	Total Charges ($)

8.REQUESTOR INFORMATION

Registrant is Over 18 ▶ Application must be made by the registrant or a legal representative (must show proof)

Registrant is Under 18 ▶ Application may be made by parent(s) and/or a legal guardian/representative (must show proof)

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 (CRS 25-2-118). By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses

The information listed above is true to the best of my knowledge and belief and I (we) request that the birth certificate be changed accordingly.

Your Relationship to the Registrant (Check all that apply✓) ☐Self ☐Mother ☐Father ☐Co-Parent ☐Legal Representative (must show proof)

SIGNATURE▶	Date_____	**SIGNATURE▶**	Date_____		
CURRENT MAILING ADDRESS	Address	City	State	Zip	
DAYTIME TELEPHONE #		**EMAIL ADDRESS** (Print Clearly)			

9. CONTACT AND RETURN MAILING INFORMATION

RETURN THIS FORM TO US ALONG WITH THE FOLLOWING:

CHECKLIST (Check box ✓) ☐ ***A PHOTOCOPY OF YOUR ID ☐ FEES ☐DOCUMENTARY EVIDENCE (see #1 or #2 above)**

Upon receipt of your request, allow up to 60 business days for your request to be processed

MAILING AND PHYSICAL ADDRESS: Vital Records, Birth Unit, 4300 Cherry Creek Drive South, Denver, CO 80246 (By Appointment Only)

Phone: 303-692-2200 **Email:** cdphe_birthcertificates@state.co.us ****Website: https://cdphe.colorado.gov/adoption

EXCHANGE POLICY ►

Previously issued certified copies of the birth certificate may be exchanged at any time after a correction or change has been made to a birth certificate for $20.00 each. You must return the birth certificate(s) to utilize this service or present it to us before any transaction is requested.

◄ RESOURCES ▲

LINKS AND CONTACT INFORMATION FOR AGENCIES REGARDING ADOPTIONS AND PATERNITIES/MATERNITES AND FORMS

COLORADO DISTRICT COURTS **Website:** www.courts.state.co.us

1st Judicial District
Gilpin 303-582-5522
Jefferson 720-772-2500

2nd Judicial District
Denver 720-865-8301

3rd Judicial District
Huerfano 719-738-1040
Las Animas 719-846-3316

4th Judicial District
El Paso 719-448-7700
Teller 719-689-2574

5th Judicial District
Clear Creek 303-679-4220
Eagle 970-328-6373
Lake 719-486-0535
Summit 970-453-2272

6th Judicial District
Archuleta 970-264-5932
La Plata 970-247-2304
San Juan 970-387-5790

7th Judicial District
Delta 970-874-6280
Gunnison 970-641-3500
Hinsdale 970-944-2227
Montrose 970-252-4300
Ouray 970-325-4405
San Miguel 970-728-3891

8th Judicial District
Jackson 970-723-4363
Larimer 970-498-6100

9th Judicial District
Garfield 970-945-5075
Pitkin 970-925-7635
Rio Blanco 970-878-5622

10th Judicial District
Pueblo 719-583-7000

11th Judicial District
Chaffee 719-539-2561
Custer 719-7832274
Fremont 719-269-0100
Park 719-836-2940

12th Judicial District
Alamosa 719-589-4996
Conejos 719-376-5465
Costilla 719-672-3681
Mineral 719-658-2575
Rio Grande 719-657-3394
Saguache 719-655-2522

13th Judicial District
Kit Carson 719-346-5524
Logan 970-522-6565
Morgan 970-542-3435
Phillips 970-854-3279
Sedgwick 970-474-3627
Washington 970-345-2756
Yuma 970-332-4118

14th Judicial District
Grand 970-725-3357
Moffat 970-824-8254
Routt 970-879-5020

15th Judicial District
Baca 719-523-4555
Cheyenne 719-767-5649
Kiowa 719-438-5558
Prowers 719-336-7424

16th Judicial District
Bent 719-456-1353
Crowley 719-267-4468
Otero 719-384-4951

17th Judicial District
Adams 303-659-1161
Broomfield 720-887-2100

18th Judicial District
Arapahoe 303-649-6355
Douglas 720-437-6200
Elbert 303-621-2131
Lincoln 719-743-2455

19th Judicial District
Weld 970-351-7300

20th Judicial District
Boulder 303-441-3750
Boulder-Longmont 720-564-2522

21st Judicial District
Mesa 970-257-3640

22nd Judicial District
Dolores 970-677-2258
Montezuma 970-565-1111

COLORADO CHILD SUPPORT ENFORCEMENT AGENCY Click Here **WEBSITE:** www.childsupport.state.co.us
Colorado Department of Human Services, Division of Child Support Enforcement, 1575 Sherman St., Denver, CO 80203
PATERNITY HOTLINE: 303-866-6430
This is a child support enforcement line dedicated for questions regarding paternity determination for children under 18 only.

RETURN YOUR REQUEST WITH A COPY OF YOUR DRIVER'S LICENSE, STATE ID, PASSPORT OR OTHER ACCEPTABLE IDENTIFICATION *(see below)

◄ ID DOCUMENTS ▲

PRIMARY LIST
Submit one document
(No expired documents accepted)

- 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
- Colorado Temporary Driver's License/State ID (must be current)
- Employment Authorization Card (I-766)
- Foreign passport
- Government Work ID
- Job Corps ID Card
- US Merchant Mariner Card/Book
- 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 Card with I-94
- U.S. Certificate of Naturalization
- U.S. Citizenship ID Card (I-197)
- U.S. Military ID Card
- U.S. Passport Book or Card

OR

SECONDARY LIST
Submit two documents
(Any document expired more than six months will not be accepted)

- Acknowledgment of Parentage document (Colorado only)
- Birth certificate of Applicant (U.S. only)
- Court order for 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
- Social Security Card
- Selective Service Card/Letter (U.S. only)
- Weapon or Gun Permit (U.S. only)
- Work ID, Paycheck Stub (within 3 months) or W2 (last tax year)

Any expired document from the "Primary" list (cannot be expired more than 6 months)

WE CANNOT ACCEPT:

- ❖ Matricula Consular Card
- ❖ Novelty ID Card
- ❖ IRS-ITIN Card or letter
- ❖ Non-expiring ID Cards (unless issued within last 5 years)
- ❖ Souvenir/Hospital birth certificates
- ❖ Out-of-state Temporary Driver's Licenses or Temporary State ID card

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.

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

Signature of: ☐ adopted person ☐ adoptive parent
relationship to registrant (check box✓)