APPLICATION TO ACCESS AN ORIGINAL BIRTH CERTIFICATE PRIOR TO ADOPTION

Vital Records, Birth Unit, 4300 Cherry Creek Drive South, Denver, CO 80246
P: 303-692-2200 Website: https://cdphe.colorado.gov/adoption

CLEAR FORM

Original birth certificates prior to adoption are accessible to eligible parties through Vital Records.
All adoption records are held in county courts and certain state agency files and are directly accessible to eligible parties.
ALL REQUESTS MUST INCLUDE A VALID ID, PROCESSING FEE AND PROOF OF RELATIONSHIP. See reverse side for additional information.

The following eligible parties have direct access: ✓check box

Who am I...

- ❑ Adult adoptee
- ❑ Adoptive parent of a minor adoptee
- ❑ Custodial grandparent of a minor adoptee
- ❑ Birth parent (Only eligible for the original birth certificate)
- ❑ Sibling with one birth parent in common who was relinquished OR adopted (must provide proof)
- ❑ Legal representative of any such individual

The following eligible parties MUST obtain notarized written consent from the adult adoptee OR if the adult adoptee is DECEASED provide a certified copy of the death certificate. ✓check box

Who am I...

- ❑ Spouse of an adult adoptee
- ❑ Adoptive parent of an adult adoptee
- ❑ Adoptive sibling
- ❑ Adult descendant of an adult adoptee (child, grandchild or great grandchild)
- ❑ Grandparent of an adult adoptee
- ❑ Legal representative of any such individual

****CONSENT TO RELEASE****
-ATTACH A PHOTOCOPY OF ADULT ADOPTEE'S IDENTIFICATION

Signature of adult adoptee

SIGNATURE

Subscribed and sworn to before me this

_____day of_____ 20_____

Notary Public

My commission expires_____

In the county of _____

State of _____

REQUESTOR INFORMATION:

Print name of person making request:	First Middle Last		Email
Mailing address:	Street address Apt# City State Zip		Daytime phone

INFORMATION BELOW IS REQUIRED: PROVIDE ADOPTIVE INFORMATION.
(IF YOU ARE THE BIRTH PARENT OR SIBLING PLEASE PROVIDE BIRTH INFORMATION).

❑ ***Check box if adopted more than once.***

Full name on Birth Certificate	First		Middle		Last	
Date of Birth	Month	Day	Year	**Birthplace**	City/County	Colorado OR foreign born with CO adoption ONLY
Full name of Mother/Parent	First		Middle		Last name (prior to first marriage)	
Full name of Father/Parent	First		Middle		Last name	

Pursuant to Colorado Revised Statutes, 1982, 25-2-118 and as defined by the 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 note 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

SIGNATURE

PROCESSING TIME:

30 business days from the date received on ALL requests.
Incomplete applications will be returned to requestor.

WAYS TO ORDER:

1. **Apply in person: Appointment only - Drop off Only**
   Schedule at: cdphe.colorado.gov/correct-or-change-a-birth-certificate
2. **Mail in your application** along with a check, money order, or credit card information.

Make check or money order payable to: Vital Records

(✔) CHARGES: ALL FEES ARE NONREFUNDABLE $50.00

- ❑ $ 20.00 Additional copies ..... $_____
- ❑ $ 20.00 Amended copy (siblings/half siblings only) ..... $_____
- ❑ $ 0.00 Regular mail (U.S. Postal Service) ..... $ _____
- ❑ $ 21.00 Expedited Return Shipping (USA only):..... $_____
  - ☐ FedEx (check, money order, cash orders ONLY)
  - ☐ UPS (credit card only)

TOTAL $

*Credit card orders:
$12.00 convenience charge will be added to the total amount.

Card Type: ☐VISA ☐MasterCard ☐Discover

Cardholder Signature: _____

Cardholder name: _____

Card Number: _____

Expiration Date:_____/_____

PROOF OF RELATIONSHIP

*Please note that if proof of relationship is required the documents you provide must establish your relationship: (e.g. marriage certificates, birth certificates, court orders). Identification may be used to establish proof of relationship for adoptee, birth parent or adoptive parent **only**.

ACCEPTABLE FORMS OF IDENTIFICATION

At least 1 of the following:
(No expired documents accepted)

PRIMARY LIST

- 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

At least 2 of the following:
(Any document expired more than six months will not be accepted)

SECONDARY LIST

- 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 are sorry, but 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