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

▼ ACCEPTED ID DOCUMENTS ▲

PRIMARY LIST Submit one of the following. No expired documents accepted.	SECONDARY LIST 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.	WE CANNOT ACCEPT THE FOLLOWING:
• 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 becurrent) • 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 fromthe 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: _____

COLORADO
Department of Public Health & Environment

COLORADO VITAL RECORDS
Birth Certificate Application

VitalChek
A LexisNexis® Risk Solutions Company

FOR VITALCHEK USE ONLY

Order # _____

NOTE: This form should be used ONLY by a person named on the Colorado Vital Records certificate or those with a proven relationship as stated in the "Proof of Relationship" list on the previous page.

STEP 1: REGISTRANT INFORMATION (Person listed on birth certificate. If adopted, provide adoptive information and see special section on previous page.)

Full Name of Child at Time of Birth (Certificate Holder)
first name | middle name | last name | suffix

Mother/Parent A
first name | middle name | last name prior to first marriage | suffix

Father/Parent B
first name | middle name | last name prior to first marriage | suffix

Date of Birth *(MM/DD/YYYY)* | **City of Birth** | **County of Birth** | **Sex** ☐ Male ☐ Female | **Is this person deceased?** ☐ Yes ☐ No
If deceased, you must provide a copy of the death certificate.

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).

Sign Here

By signing below, I have read and understand that there are penalties for obtaining a record under false pretenses.

Signature: Today's Date:

STEP 2: YOUR INFORMATION AND SHIPPING ADDRESS

Your Full Name (Applicant) first name | middle name | last name | suffix

Your Street Address | **City** | **State** | **Zip Code**

Your Relationship to Person Named on Certificate | **E-mail Address** *(for communication & status updates)* | **Daytime Phone Number**

Name and Address to Send Certificate (must ship to applicant)
first name | middle name | last name | suffix

Address | **City** | **State** | **Zip Code**

Reason for Request:

STEP 3: COST

A: Certificate Costs **TOTAL A = $_____**

- ☐ Certified copy (1st copy) = $25.00*
- ☐ ___ Additional copies = $20.00 ea
- ☐ ___ Heirloom copies = $35.00 ea
- ☐ ___ Apostille Fee = $ 5.00

*non-refundable

B: VitalChek Processing & Handling
non-refundable
Total B = $8.00

C: Delivery Method * (You **MUST** select one) **TOTAL C = $_____***

- ☐ UPS Air = $21.00
- ☐ UPS Canada/Mexico = $27.75
- ☐ UPS Alaska, Hawaii, Puerto Rico = $26.75
- ☐ UPS Worldwide Expedited = $38.25
- ☐ U.S. Postal Service Regular Mail = $ 0.00

UPS will not deliver to a P.O. Box. Processing time may take up to 21-25 business days.

** If submitting multiple applications at one time, all with the same delivery address, only include payment for one (1) Delivery Method, not one for each application.*

TOTAL AMOUNT DUE (A + B + C) = $_____

STEP 4: PAYMENT INFORMATION

Select Payment Method: **DO NOT SEND CASH** *Submit separate payment for each application*

☐ **Credit Card** Credit Card # _____ Exp. Date _____ Cardholder Signature _____

*Charges will appear on your Credit Card statement as: VCN*COLORADOMAILROOM*

☐ **Personal or Business Check or Money Order** (please make payable to VitalChek)

STEP 5: MAIL YOUR SIGNED AND COMPLETED FORM

Please mail your completed form, along with ID and additional documentation (if required) to:

Vital Record Mail Services, ATTN: Colorado Vital Records, P.O. Box 222130, El Paso, TX 79913

Please don't include a pre-paid express mail envelope with your request. Select a delivery method above.

For expedited order placement and processing please visit www.VitalChek.com.

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