FORM TO CORRECT OR CHANGE A COLORADO BIRTH CERTIFICATE

Complete this form in ink. Crossouts and/or white out are not acceptable. This form cannot be used to add/remove a parent to the birth certificate.

CLEAR FORM

REGISTRANT'S INFORMATION CURRENTLY LISTED ON THE BIRTH CERTIFICATE

1. First name(s)	1a. Middle name(s)	1b. Last name(s)	1c. Suffix
1d. Date of birth (Month/Day/Year)	2. Mother's/Parent's full name (prior to 1st marriage)	3. Father's/Parent's name	

INCORRECT INFORMATION	CORRECT INFORMATION
4. First name(s) Middle name(s) Last name(s)	4a. First name(s) Middle name(s) Last name(s)
5. Other	5a. Other
6. Other	6a. Other
7. Other	7a. Other

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).

The information above is true to the best of my knowledge and I/we request the birth certificate be changed accordingly.

8. Signature of requestor	8a. Date	8b. Your relationship to the registrant (Check Box✓) ☐ Parent ☐Mother ☐Father ☐Self ☐Legal Representative (must provide proof)
9. Signature of requestor	9a. Date	9b. Your relationship to the registrant (Check Box✓) ☐ Parent ☐Mother ☐Father ☐Self ☐Legal Representative (must provide proof)

10. Address	10a. City	10b. State	10c. Zip
11. Contact phone number	12. Email (print clearly)		

SERVICES AND FEES

(Fees are non-refundable)

	Quantity (#)		Fees ($)		Total ($)
Correct or Change a birth certificate - (this fee does not include a birth certificate) ……			25.00	=	
1st certified copy of the birth certificate - (if applicable, see **exchange policy** below) ……		x	25.00	=	
Additional copies of the same certificate ordered at the same time/exchanges (see **exchange policy** below)		x	20.00	=	
Heirloom Certificate - To see an image of the certificate visit: www.colorado.gov/cdphe……		x	35.00	=	
► Credit card convenience charge……(walk-ins excluded)……			12.00	=	

RETURN SHIPPING (USA Only) ►
Regular mail - no charge

☐ FedEx (check or money order only)
☐ UPS (credit card only) …… 21.00 =

Total number of birth certificates requested ► _____ **Grand Total ►** _____

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.

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

CREDIT CARD ORDERS (check box✓)► ☐ Visa ☐MasterCard ☐Discover **$12 Convenience fee will be charged.**

Cardholder name	Cardholder signature	Credit card number	Expiration date	Total charges ($)

WEBSITE ► www.colorado.gov/cdphe (Obtain vital records information, access forms and order online)

PROCESSING TIME ► Allow up to 30 business days from date received.

CHECKLIST✓►

TO AVOID DELAY SEND THE FOLLOWING:
☐ 1. Form to Correct or Change a Birth Certificate ☐ 2. Documentary evidence ☐ 3. Processing and certificate order fees
☐ 4. Identification, copy of your driver's license, state ID, passport or other acceptable ID.
(If the registrant is under the age of ONE YEAR OLD and you are changing the registrant's name BOTH parents must submit their ID)

MAILING & PHYSICAL ADDRESS ► Vital Records, Birth Unit, 4300 Cherry Creek Drive South, Denver, Colorado 80246-1530

CONTACT INFORMATION ► **NAME:** BIRTH UNIT **PHONE:** 303-692-2200 **EMAIL:** cdphe_birthcertificates@state.co.us

FOR OFFICE USE ONLY:

Keep as a permanent record

INSTRUCTIONS FOR CORRECTING OR CHANGING A COLORADO BIRTH CERTIFICATE

Once an amendment of an item is made on a birth record, the item shall NOT be amended again, except by court order OR upon determination of good cause by the State Registrar.

ITEM TO BE CORRECTED OR CHANGED	AGE (years)	DOCUMENTATION OR SUPPORT REQUIRED
Registrant's given name (first, middle, and/or last)	Under 1	See #2 below and in some cases a court order may be necessary CRS 25-2-115 (5)
Registrant's given name (first and/or middle)	Over 1	Certified court ordered Legal Name Change CRS 25-2-115 (5)
Registrant's given name (last name)	Over 1	Certified court ordered Legal Name Change CRS 25-2-115 (5) **OR** if applicable, the provisions of Section 5.2 Acknowledgment of Parentage may be followed to change the registrant's last name to that of the father/parent (under 18 years old only) .
Registrant's spelling of their last name to conform to the spelling of the parents last name	All ages	See below #3 & #4 Correct the spelling of the parent(s) last name then you can conform the registrant's last name to the spelling of the parent(s).
Registrant's suffix, hyphen, spaces, or apostrophe's	Over 1	Certified court ordered Legal Name Change CRS 25-2-115 (5)
Registrant's date of birth (month and/or day)	All ages	See below #3 & #4. The date of birth may need to be changed via a court order
Registrant's sex, time of birth, or date of birth	Under 1	See #4 below or Contact the Medical Records Department where the child was born
Registrant's sex (excluding sex designation process)	Over 1	See below #3 & #4
Registrant's sex -Adult sex designation	Over 18	Court order changing the sex OR Completed Sex Designation Form by adult registrant *(See Sex Designation Form for additional information)*
Registrant's sex -Minor sex designation	Under 18	Court order changing the sex OR Completed Sex Designation Form by Medical or Behavioral Health Provider. *(See Sex Designation Form for additional information)*
Parent's information (Name, date of birth, place of birth)	All ages	See below #3 & #4 and in some cases a court order may be necessary CRS 25-2-115 (5)
Date of birth on a delayed birth record (Registered by court order)	All ages	Certified court order substantiating the changes to be made on the Birth Certificate
Date of birth on a delayed birth record (Not a court-ordered registration)	All ages	Documentary evidence must be dated prior to the filing of the Delayed Birth Certificate. The date of birth may need to be changed via a court order
All other information on a delayed birth record (Registered by court order)	All ages	Certified court order substantiating the changes to be made on the Birth Certificate
All other information on a delayed birth record (Not a court-ordered registration)	All ages	See below #3 & #4 Documentary evidence dated after the filing of the Delayed Birth Certificate.

1. WHO MAY APPLY TO CORRECT OR CHANGE A BIRTH CERTIFICATE (See #2 below if child is under the age of one)

REGISTRANT'S AGE ►

UNDER 18 - application may be made by one or both parents, a legal guardian, or a legal representative (must show proof)
OVER 18 - application must be made by the registrant or his/her legal representative (must show proof)

Unless otherwise provided in Colorado Regulations or in Statute, ALL corrections or changes to birth certificates shall be supported by the following:

A written request or by using the Form To Correct Or Change A Colorado Birth Certificate setting forth:

a. Information to identify the certificate (boxes 1-3)
b. The incorrect information as it is listed on the certificate (boxes 4-7)
c. The correct information as it should be listed (boxes 4a-7a)

Note ► When presenting documentary evidence for the correction or change to a birth certificate we only need one eligible party to sign the form.

2. REGISTRANT'S GIVEN NAMES ON A BIRTH CERTIFICATE WITHIN THE FIRST YEAR OF BIRTH (AGE 0-1)

Note ► The request for the correction or change must be signed in the order listed below:

a. Both parents (if only one parent is listed on the birth certificate, only that parent needs to sign the Form to Correct or Change a Colorado Birth Certificate)
b. Mother in the case of a child born out of wedlock (Unless a father is listed on the birth certificate)
c. Father in the case of the death or incapacity of the mother (must show proof of death or Incapacity)
d. Mother in the case of the death or incapacity of the father (must show proof of death or Incapacity)
e. Guardian or agency having legal custody of the registrant (must show proof of legal representation)

See identification requirement on first page under checklist.

3. FOR ALL OTHER AMENDMENTS THE SUPPORTING DOCUMENT(S) MUST MEET THE FOLLOWING REQUIREMENTS:

a. One or more documents which support the alleged facts and were established at least five (5) years prior to the date of application for the correction OR change or within seven (7) years of the date of birth of the registrant. Excluding the sex designation form.
b. After one year from the date of birth; a legal change of name order must be submitted from a court of competent jurisdiction to change the given or last name(s). If applicable, the provisions of section 5.2 acknowledgment of parentage (add a father/parent) may be followed to correct or change a last name on the birth certificate. *(The last name can only be changed to that of the father/parent- under 18 years old only).*

4. SUGGESTED SUPPORTING DOCUMENTS:

Note ► **Any document that appears to be altered will not be accepted. All certified original documents will be returned to you.**

- Baptismal, Dedication, Blessing or Christening record
- Employment record (I-9) (Paycheck stubs are unacceptable)
- Hospital Souvenir Birth Certificate (if applicable)
- Passport (Foreign or Domestic)
- Permanent resident alien card or document
- Sibling's birth certificate
- Military Records e.g., Military Discharge - Form DD214, ID card
- Voter registration record. (Obtain from your election commission)
- Mother or Father's birth/death certificate (if applicable)
- Motor Vehicle Record (Obtain from the Driver's License Office of issuance)
- Immunization Record(s) (Must have medical office/clinic listed on the record)
- Your child's birth certificate
- Marriage License application (Marriage Licenses from some states are acceptable)
- U.S. Census Record (Obtain from Bureau of Census, P.O. Box 1545, Jeffersonville, IN 47131)
- Court ordered legal name change (The court order must be certified and bear the seal of the court - raised and/or original ink).
- Medical, Hospital or Physician's records. (Must have Medical Office/Clinic listed on the record)
- Certified school census, transcript, or enrollment record (Report cards & diplomas are unacceptable)
- Social Security Statement in conjunction with subject persons Social Security Card and Marriage License (if applicable)
- Naturalization Certificate and in some cases in conjunction with the court ordered legal name change (1-800-375-5283)
- Insurance policy – (Health, Life, or Auto) - (the application page) - showing name, and date of birth (must show it was accepted by the agency)
- Social Security Numident, To request numident contact:1-800-772-1213
- Driver's License or State issued ID (USA and Territories only)