



# COLORADO BIRTH CERTIFICATE REQUEST

Colorado has birth records for the entire state since 1910. Birth certificates are also available from the county office(s); for all county locations visit <http://www.colorado.gov/cdphe>



Apply in person:  
Monday-Thursday  
8:00 a.m. to 4:00 p.m.  
Phone: 303-621-3144  
Fax: 303-621-0122

Elbert County Public Health  
75 Ute Ave / P.O. Box 201  
Kiowa, CO 80117  
\*\*Email completed applications to  
[vitalrecords@elbertcounty-co.gov](mailto:vitalrecords@elbertcounty-co.gov)\*\*

## REQUIREMENTS

- 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.

## Requestor Information (Please Print)

Name of Person Making Request	First Name	Middle	Last	Email:	
Mailing Address	Street	Apt #	City	State Zip	Daytime Phone ( )
Physical Address	Street	Apt#	City	State Zip	Alt Phone Number ( )
Relationship to Registrant* (person named on certificate) *see reverse side	<input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Step-parent <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Legal guardian <input type="checkbox"/> Legal representative <input type="checkbox"/> Other _____				
Reason for Request:	<input type="checkbox"/> Newborn <input type="checkbox"/> Travel/Passport <input type="checkbox"/> Records <input type="checkbox"/> School <input type="checkbox"/> Insurance <input type="checkbox"/> Other: _____				

## Registrant Information (Please Print)

Person listed on the birth certificate. \*\*If adopted, provide adoptive information and see special service on the bottom of the reverse side.\*\*

Full Name at Birth	First	Middle	Last	
Date of Birth	Month	Day	Year	Is this person deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, you must provide a copy of the death certificate</i>
Place of Birth	City	County	State Colorado ONLY	
Full Name of Mother or Parent A	First	Middle	LAST NAME PRIOR TO FIRST MARRIAGE	
Full Name of Father or Parent B	First	Middle	LAST NAME PRIOR TO FIRST MARRIAGE	

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.	Today's Date
<b>SIGN HERE</b>	

## Charges: (FEES NON-REFUNDABLE)

\$20.00 for one (or search when no record found) ..... \$13.00 for each additional certificate of the same record ordered at the same time ..... \$35.00 for each heirloom certificate ..... <i>*Credit card convenience charge varies based on total amount*</i> Please check your shipping method: <input type="checkbox"/> \$30.00 FedEx* 2 day shipping (check, money order, cash, credit card) ..... <input type="checkbox"/> \$30.00 UPS* 2 day shipping (check, money order, cash, credit card) ..... <i>*Within the continental U.S.</i> Total Charges .....	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	<h3>FOR OFFICE USE ONLY</h3>  DC# _____  PAYMENT:  CASH _____ CC _____ CHECK# _____
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## 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
  - Siblings
  - Adult children
  - Grandparents
  - Great grandparents
  - Grandchild
  - Stepparents
  - Legal guardian
- Legal representatives of any of the above must present proof of client relationship

For a complete list visit: <http://www.colorado.gov/cdphe/vitalrecords>

## Proof of Identity

	OR		
<b>PRIMARY LIST</b>		<b>SECONDARY LIST</b>	<b>WE CANNOT ACCEPT THE FOLLOWING:</b>
Submit one of the following. No expired documents accepted.		Submit two of the following ONLY if you do not have a document listed under the Primary List. Documents expired more than six months will not be accepted.	
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">ACCEPTED ID DOCUMENTS</div> <div style="flex-grow: 1;"> <ul style="list-style-type: none"> <li>→ Alien Registration Receipt/Permanent Resident Card</li> <li>→ Certificate of U.S. Citizenship</li> <li>→ Jail Temporary Inmate ID: Denver and Pueblo county</li> <li>→ Colorado Department of Corrections ID card</li> <li>→ CO Temporary Driver's license / State ID (must be current)</li> <li>→ Department of Human Services Youth Corrections ID</li> <li>→ Employment Authorization Card (I-766)</li> <li>→ Foreign Passport</li> <li>→ Government Work ID</li> <li>→ Job Corps ID</li> <li>→ Photo Driver's license / Photo ID Card (DMV U.S. only)</li> <li>→ School, University or College ID Card (must be current)</li> <li>→ Temporary Resident Card</li> <li>→ U.S. B1/B2 Visa card with I-94</li> <li>→ U.S. Certificate of Naturalization</li> <li>→ U.S. Citizenship ID Card (I-197)</li> <li>→ U.S. Military ID card</li> <li>→ U.S. Passport</li> <li>→ U.S. Merchant Mariner ID / Book</li> </ul> </div> </div>		<ul style="list-style-type: none"> <li>→ Acknowledgment of Paternity document (Colorado only)</li> <li>→ Birth Certificate of Applicant (U.S.A only)</li> <li>→ Court order of adoption or name change</li> <li>→ Colorado craft or trade license</li> <li>→ DD-214</li> <li>→ Divorce Decree (U.S.A only)</li> <li>→ Hospital birth worksheet (for infants under 6 months)</li> <li>→ Hunting or Fishing License (must be current-Colorado only)</li> <li>→ IRS-TIN card</li> <li>→ Marriage license (U.S.A only)</li> <li>→ Medicare Card</li> <li>→ Foreign or International Driving License (with photo)</li> <li>→ Mexican voter registration card</li> <li>→ Motor vehicle registration or title (U.S.A only)</li> <li>→ Pilot license</li> <li>→ Selective Service Card (U.S.A only)</li> <li>→ Social Security Card</li> <li>→ State or federal prison or corrections card</li> <li>→ Weapon or gun permit (U.S.A only)</li> <li>→ Work ID, Paycheck Stub (within 3 months) or W-2 (Last tax year)</li> <li>→ Any Expired document from the Primary List (cannot be expired more than 6 months)</li> </ul>	<ul style="list-style-type: none"> <li>→ Matricula Consular Card</li> <li>→ Novelty ID Card</li> <li>→ Non-expiring Identification Cards (unless issued in last 5 years)</li> <li>→ Souvenir birth certificates</li> <li>→ Out-of-State Temporary Driver's license or Temporary State ID</li> <li>→ Medicaid card / WIC</li> </ul>

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: \_\_\_\_\_