



Vital Records Program
305 South Union Boulevard
Colorado Springs, CO 80910-3123
719-575-8492
www.vitalstatistics@epchealth.org

ABN BC Number Issued _____

of Past Issues _____

Staff Initials _____

Application for Certified Copy of Birth Certificate

Print name of person making request				Reason for request
Mailing address	City	State	Zip	Daytime Phone
Physical address	City	State	Zip	Alternate Phone Number

Relationship to Registrant (person named on certificate)

*see reverse side

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, or imprisonment in the county jail for not more than one year or both such fine and imprisonment.

Please return your request with a photocopy of your driver's license, state ID or passport. (Review the full list of primary and secondary identification listed on the back.)

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

Today's date

X

Registrant Information

Information about person whose birth certificate is being requested. If adopted, provide adoptive information.

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 If Yes, date: _____			
State Death Occurred: _____ Please Provide certified copy of death certificate			
Place of Birth	City	County	State
Full Name of Father	First	Middle	Last
Full Name of Mother	First	Middle	Maiden Last Name (prior to first marriage)

Make check or money order payable to Vital Records. Please do not send cash through the mail.

How to Order: Office hours are from 7:00 – 5:00 Mon.-Thurs. CLOSED FRIDAYS
 Apply in person for **same day** service in most cases. Cash, checks and money orders accepted. Mail in request, processed within **three-four business days.**
 Genealogy request processed within **two weeks.**

Charges: **\$17.75** for first copy of certified birth certificate.
\$10.00 for each additional copy ordered at the same visit, for the same certificate.
Credit card orders accepted by ordering online at Vitalchek.com

<u>Office Use Only!</u>		
1st Copy	Additional Copies	Total Copies
_____	_____	_____
Cert _____	SPU _____	Total _____
ID Copied _____	Issued By _____	_____
	staff initials	staff initials
SF# _____		

Identification and Proof of Relationship is Required

<u>Office Use Only! (Proof of Relationship)</u>	
Birth Name of Relative:	_____
Date of Birth	_____
SF#	_____
Birth Name of Relative:	_____
Date of Birth	_____
SF#	_____

Identification and Proof of Relationship is Required

(Right to the Record)

Birth, death and fetal death certificates are **confidential** in the State of Colorado. These records are not public and, therefore, are not subject to the Freedom of Information or CORA Act. Proof of Relationship is required.

The **registrant** (person named on certificate).

Current **spouse**. Marriage certificate is required – or for common law marriage a notarized affidavit of common law marriage, joint income tax returns, or insurance policies can be accepted. (In the case of common-law marriage, the document must clearly state: husband and wife)

Ex-spouse. Must present proof of direct and tangible interest. Marriage certificate is not acceptable. (i.e. insurance policy, Social Security).

Parent / Co-parent. Must be listed on birth certificate.

Stepparent. Marriage certificate to a parent listed on birth certificate is required.

Legal guardian. Original, certified court order proving custody is required.

Grandparents/Great grandparents. Birth certificate(s) proving relationship required. Paternal grandparents if father listed.

Siblings/Half siblings. Birth certificate proving at least one same parent required.

Children/Grandchildren/Great grandchildren. Birth certificate(s) proving relationship is required.

Legal representative/Paralegals. Proof of client relationship required, as well as proof of the client's relationship to the registrant.

Consular Corps/Consulate offices. Must present appropriate credentials verifying they are associated with the consulate.

Adoption Agencies. Certified court orders proving custody is required. (May also accept notarized "Special Power of Attorney" document signed by mother and father, if listed).

Genealogists. Notarized signed release from immediate family member required as well as proof of the family member's relationship. Certificate marked "For Genealogical Use Only"

In-laws/aunts/uncles/nephews/nieces/ cousins. Only eligible for birth records of deceased relatives that are over 50 years old and must present a copy of the registrant's death certificate.

Recruiters. Birth certificate can only be issued upon a signed release from inductee or they can have a DD372 (birth verification) completed.

Government agencies. (Human Services, etc.) No additional document needed – fees may apply.

Customers will be required to present one item from the Primary List or at least two items from the Secondary List. Items must be from separate categories. Documents that do not contain either an issue date or an expiration date are not acceptable. These lists are subject to change! Proof of Relationship is Required. All documents must be current and valid.

Primary List:

Alien Registration Receipt or Permanent Resident card
Certificate of US Citizenship
CO Department of Corrections ID Card
CO Temporary Drivers License Renewal Form
PLUS expired CO drivers license
Employment Authorization Card
Foreign Passport
Photo Drivers License
Photo ID
Temporary Resident Card
Tribal Identification Card
USB-1/B2 Visa
US Certificate of Naturalization
US Citizenship ID Card
US Military Identification Card
US Passport

Secondary List:

CO Temporary Drivers License Renewal Form
Court Order for adoption or name change
Craft or trade license
DD-214
Divorce decree
IRS-TIN Card
Hunting/Fishing license
Marriage license
Hospital birth worksheet
Acknowledgement of Paternity Document
Birth Certificate of the Applicant (US)
School, University or College ID

Continued Secondary List:

Medicaid Card
Merchant mariner card
Motor vehicle registration or title
Non-Expiring State ID cards
Pilot License
Probation Documents
Property tax receipt
Selective service card
Social security card
Social service card
State, territorial or federal prison or correction card
Voter registration card
Weapon or gun permit
Work ID, Paycheck Stub or W-2