



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

 File Number

 ABN Certificate Number Issued

Application for Certified Copy of Death Certificate

Information about person whose death certificate is being requested - please type or print.

Full name of deceased	First	Middle		Last	
Date of death	Month	Day	Year	Age at Death	State of Birth
Place of death	City		County		State of Death
Reason for Request					Today's Date

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.

By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses. All requests must be accompanied by a copy of the requestor's identification before processing. **PLEASE RETURN YOUR REQUEST WITH A PHOTOCOPY OF YOUR DRIVERS LICENSE, STATE ID OR PASSPORT.** Full list of Primary and Secondary Identification listed on other side.*

Signature of person making request X		Your Relationship to deceased	
Drivers License #	State of License	Expiration Date	
Address	City	State	Zip
			Daytime Phone

How to Order: Office hours are from 8:00 - 4:15 Monday - Friday
 Apply in person for same day service. Cash, checks and money orders accepted.
 Mail in request- Certificate will be processed within three-four business days.
 Genealogy request processed within two weeks.

Charges **\$17.00** for first copy of Death certificate.
Effective **\$10.00** for each additional copy ordered at the same visit, for the same certificate. For genealogy purposes, if the year is unknown, there is the initial \$17.00 fee plus \$1.00 for every year requested to search thereafter.
July 1, 2006 Credit card orders accepted by ordering online at www.vitalchek.com

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

Identification and Proof of Relationship is Required

<u>Office Use Only!</u>	
Today's Date	_____
Number of Copies	_____
Total Amt. Due \$	_____
Free Certificate Issued to:	_____
ID Copied	_____ Issued By _____
Staff Initials	Staff Initials

(Right to the Record)

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

Certified copies of death certificates may be issued to the following persons with proof of direct and tangible interest:

- | | |
|---|--|
| Current spouse, Ex-spouse | Probate Researchers |
| Parent, Shared Parentage, Stepparent | Creditors |
| Grandparents/Great grandparents | Anatomical Board |
| Siblings/Half siblings | Employer |
| Children/Grandchildren/Great grandchildren | Insurance companies |
| Step-Children | Hospital/Nursing Home/Hospice/Physician |
| Legal Representative/Paralegals | Funeral Directors |
| Opposing Counsel | Coroners |
| Consular Corps/Consulate Offices | Informant |
| Genealogists | Governmental Agencies (SSA, Human Services, etc) |
| In-laws/aunts/uncles/nephews/nieces/cousins | |

Identification and Proof of Relationship is Required

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 will not be considered acceptable. These lists are subject to change! Proof of relationship is required.

Primary List: All documents must be current and valid.

- 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 Card
- Tribal Identification Card
- US B1/B2 Visa Card
- US Certificate of Naturalization
- US Citizenship ID Card

Continued Primary List:

- US Military Identification Card
- US Passport

Secondary List:

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

Continued Secondary List:

- 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

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**Colorado Department of Health and Environment
Vital Records Section
4300 Cherry Creek Drive South
Denver, CO 80246-1530
(303) 756-4464
www.cdphe.state.co.us/hs/certs.asp**

Office Use Only! (Proof of Relationship)

Birth Name of Person Requesting Certificate
Date of Birth _____
SF# _____

Birth Name of Person Requesting Certificate
Date of Birth _____
SF# _____

Birth Name of Person Requesting Certificate
Date of Birth _____
SF# _____