

# Colorado Birth Certificate Request

Vital Records  
1675 W. Garden of the Gods Rd.  
Suite 2044  
Colorado Springs, CO 80907  
www.elpasocountyhealth.org  
Email: healthinfo@elpasoco.com  
Phone: (719) 578-3199

Online Orders: www.vitalchek.com  
Apply in person for same-day service  
Walk-in Hours: Mon.- Fri. 7:45 a.m.– 4:00 p.m.  
Closed Weekends & Legal Holidays

## FOR OFFICE USE ONLY

SF # \_\_\_\_\_ CASH \_\_\_\_\_

CHECK # \_\_\_\_\_ CC # \_\_\_\_\_

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/vitalrecords>



### Requirements:

- o This request must be completed in full.
- o Enclose a copy of a current driver's license, passport or State identification. (See reverse side for complete list of primary and secondary ID's)
- o Enclose appropriate fees.
- o Person requesting to receive a birth certificate must sign below.
- o Proof of Relationship is required (Parents and Registrant excluded)
- o Enclose a copy of the death certificate if the person is deceased.

### Your Name

First	Middle	Last			
Mailing Address	Apt#	City	State	Zip	Daytime Phone ( )
Physical Address	Apt#	City	State	Zip	Alt Phone Number ( )
Your Relationship to Person on Record	<input type="radio"/> Self	<input type="radio"/> Parent	<input type="radio"/> Grandparent	<input type="radio"/> Step-parent	<input type="radio"/> Sibling
	<input type="radio"/> Child	<input type="radio"/> Stepchild	<input type="radio"/> Legal guardian	<input type="radio"/> Legal representative	<input type="radio"/> Spouse
	<input type="radio"/> Other: _____				
Reason for Request:	<input type="radio"/> Newborn	<input type="radio"/> Travel/Passport	<input type="radio"/> Records	<input type="radio"/> School	<input type="radio"/> Insurance
	<input type="radio"/> Other: _____				

### Registrant Information

Information about person whose birth certificate is being requested – Please type or print

Full Name at Birth	First	Middle	Last
Date of Birth	Month   Day   Year	Is this person Deceased?	Yes <input type="radio"/> No <input type="radio"/> Date of Death: _____
Place of Birth	City	County	State (Colorado only)
Full Name of Mother	First	Middle	Maiden Last Name (name prior to first marriage)
Full Name of Father	First	Middle	Last
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

### Ordering options:

- **In person:** Same-day service. Hours are Monday-Friday 7:45 a.m. - 4 p.m.
- **Mail:** Send application along with check, money order, or credit card information. Make check or money order payable to Vital Records. Please do not send cash. Certificate(s) are mailed 3-5 days after receipt of all required documentation. Genealogy requests are available 2 weeks after all required documentation is submitted.
- **Online orders:** [www.Vitalchek.com](http://www.Vitalchek.com)

\*Credit/Debit Card orders: (We do not accept credit cards without matching ID)

Card Type:  VISA  MASTERCARD (We do not accept Discover or American Express)

Cardholder Name: \_\_\_\_\_

Card Number: | | | | | | | | | | | | | | | | | | | | | |

Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Charges:

Cost of certificates:

\$20.00 for one \_\_\_\_\_

Cost of Birth Verification  
\$20.00 for one \_\_\_\_\_

\$13.00 for each extra certificate  
(of the same record, ordered at same the time) \_\_\_\_\_

\$13.00 Exchange rate  
(ALL original Certificates must be returned at time of re-order) \_\_\_\_\_

Total Charges \_\_\_\_\_

\*All mail-in orders shipped via regular mail, unless a pre-paid Fed-Ex or UPS envelope is provided by customer. We are not responsible for records lost in the mail.

**\*Certified birth certificates may be issued to:**

Please note that [proof of relationship is required](#).

The registrant (person named on the certificate)  
Spouse  
Parents/Step-parents  
Adult Children  
Grandparents/Great Grandparents

Grandchildren  
Siblings  
Legal Guardian  
Legal Representative of any above  
For complete list, visit: [www.colorado.gov/cdphe](http://www.colorado.gov/cdphe)

The Office of the State Registrar of Vital Statistics requires the following documentation:

**At least 1 of the following:  
(No expired documents accepted)**

'Primary' List:

- 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 Card
- Colorado Temporary Driver's License/State ID (must be current)
- Employment Authorization Card (I-766)
- Foreign Passport
- Government Work ID
- Job Corps ID
- US Merchant Mariner Card/Book
- 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
- U.S. Passport Book or Card
- U.S. Photo ID Card or Driving License

**Or at least 2 of the following:  
(Any document expired more than six months will not be accepted)**

'Secondary' List:

- Acknowledgment of Parentage document (Colorado only)
- Birth Certificate of Applicant (U.S. only)
- Court Order for Adoption or Name Change
- Craft or Trade License (Colorado only)
- DD-214
- Divorce Decree (U.S. only)
- Hospital Birth Worksheet (within 6 months of birth)
- Colorado Hunting or Fishing License (must be current)
- Foreign or International Driving License (with photo)
- IRS-ITIN Card/Letter
- Marriage License/Certificate (U.S. 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
- Social Security Card
- Selective Service Card/Letter (U.S. only)
- 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)

**We are sorry, but we cannot accept:**

- Matricula Consular Card
- Medicaid Card/WIC
- Souvenir/Hospital birth certificates
- Novelty ID Card
- Non-expiring ID cards (unless issued within last 5 years)
- Out-of-State Temporary Driver's Licenses 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. [Proof of relationship is required](#), such as a birth certificate or marriage certificate.**

**Colorado offers a voluntary adoption registry for birth parents and adopted children**

For more information on the Colorado Voluntary Adoption Registry, contact Health Statistics and Vital Records, Colorado Department of Public Health and Environment, 4300 Cherry Creek Drive South (HSVR-VR-A1), Denver, Colorado 80246-1530 or call Samuel Vasquez, Jr. at 303-692-2227.