

# Colorado Death 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 services  
Walk in hours: Monday-Friday  
7:45 a.m. 4:00 p.m.  
Closed weekends and Legal Holidays

FOR OFFICE USE ONLY	
DCN# _____	Cash _____
Check# _____	CC# _____

Death certificates are available in the county Vital Records office where the death occurred.

## Requirements:

- o This request must be completed in full.
- o Enclose a copy of a current driver's license, passport or State identification.
- o Enclose appropriate fees.
- o Person requesting to receive death certificate must sign below.
- o Proof of relationship or direct and tangible interest is required \*(see reverse side).



## Your Name

First	Middle	Last				
Mailing Address	City	State	Zip	Daytime Phone ( )		
Physical Address	City	State	Zip	Alt Phone Number ( )		
Your relationship to deceased (must submit proof of relationship) *See reverse side	<input type="radio"/> Parent	<input type="radio"/> Spouse	<input type="radio"/> Grandparent	<input type="radio"/> Sibling	<input type="radio"/> Child	<input type="radio"/> Funeral Director
	<input type="radio"/> Legal Representative	<input type="radio"/> Other:				
Reason for Request:	<input type="radio"/> Insurance	<input type="radio"/> Social Security	<input type="radio"/> Property	<input type="radio"/> Genealogy	<input type="radio"/> Other:	

## Deceased Information

Check here if you are requesting a certificate of stillbirth

Full Name of deceased	First	Middle	Last
Date of death (or range of dates)	Month	Day	Year
	Date of birth or age at death (optional)		State of birth (optional)
Place of death	City	County	State (Colorado Only)
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:

- \*\*Search fee (\$1 per year when range of years provided) \_\_\_\_\_
- Cost of standard death certificate \$20 \_\_\_\_\_
- \$13.00 for each additional certificate  
(for the same record, ordered at the same time) \_\_\_\_\_
- \$13.00 exchange rate \_\_\_\_\_
- Cost of Verification of death, or Legal format  
\$20.00 for one \_\_\_\_\_
- \$13.00 for additional  
(for the same record ordered at the same time) \_\_\_\_\_

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

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

**Death certificates may issued to:****Document(s) needed to prove relationship:**

Current spouse	Must be listed on death certificate.
Ex-spouse	Must present proof of direct & tangible interest (i.e. Social Security record, insurance policy).
Parent	Must be listed on death certificate.
Stepparent	Marriage certificate proving relationship to a parent that is listed on death certificate.
Grandparents/Great grandparents	Birth certificate(s) proving relationship required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Siblings/Half siblings	Birth certificate showing at least one same parent required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Children/Grandchildren/Great grandchildren	Birth certificate(s) showing relationship is required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Step-Children	Marriage certificate & birth certificate proving relationship required.
Legal representative/Paralegals	Proof of client relationship required as well as proof of the client's relationship to the registrant.
Opposing counsel	Certificate will be mailed to court w/ motion to seal "confidential record." Name, address and case number of the court required.
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	For death certificate 25 years or younger- Must present proof of direct & tangible interest (i.e. insurance policy, personal will, etc.).  For death certificates over 25 years - must present proof of relationship (a family tree would be acceptable for this case) . Death certificate marked "For Genealogical Use Only."
Probate Researchers	Proof of direct & tangible interest required.
Creditors	Proof of direct & tangible interest required.
Employer	Proof of direct & tangible interest required.
Beneficiaries	Proof of direct & tangible interest required (i.e. letter on insurance company/ pension company letterhead that clearly states the applicant is a beneficiary or is eligible to file a claim).
Insurance companies	Proof of direct & tangible interest required (Insurance policy).
Hospital/Nursing home/Hospice/Physician	Proof of patient relationship required.
Funeral Directors	Must be listed on death certificate.
Informant	Must be listed on death certificate.
Others who may demonstrate a direct and tangible interest when information is needed for determination or protection of a personal or property right	Proof of direct & tangible interest required.