**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

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 www.colorado.gov/cdphe/vitalrecords.

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).

**In person**  
7:45 a.m. to 4:00 p.m., Monday to Friday. Closed weekends and legal holidays.

**Online**  
7:45 a.m. to 4:00 p.m., Monday to Friday. Closed weekends and legal holidays.  
www.vitalchek.com

**Mail in application:**  
Include check, money order or credit card information. Make check or money order payable to Vital Records. Please do not send cash. Certificate(s) mailed within 3-5 business days after receipt of required documentation. Genealogy requests available 2 weeks after all required documentation is submitted.

**Credit card orders:** (We do not accept credit/debit cards without matching ID)  
Card Type:  
○ VISA  
○ MasterCard (we do not accept Discover or American Express)

**Ordering options:**  
**In person**  
7:45 a.m. to 4:00 p.m., Monday to Friday. Closed weekends and legal holidays.

**Online** at www.vitalchek.com (additional fees apply)

**Mail in application:** include check, money order or credit card information. Make check or money order payable to Vital Records. Please do not send cash. Certificate(s) mailed within 3-5 business days after receipt of required documentation. Genealogy requests available 2 weeks after all required documentation is submitted.

Full Name at Birth  
First.. Middle.. Last

Date of Birth  
Month.. Day.. Year.. Is this person Deceased?  
□ Yes  □ No  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

Requirements:  
- This request must be completed in full.  
- Enclose a copy of a current driver’s license, passport or state identification.  
- 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.

Mail in application:

- Include check, money order or credit card information.
- Make check or money order payable to Vital Records.
- Please do not send cash. Certificate(s) mailed within 3-5 business days after receipt of required documentation.
- Genealogy requests available 2 weeks after all required documentation is submitted.

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

Charges:
- Cost of certificates: $17.75 for one  
- Cost of Birth Verification $17.75 for one  
- $10.00 for each extra certificate (of the same record, ordered at same the time)  
- $10.00 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.

FOR OFFICE USE ONLY
SF #_______  CASH________
CHECK #_______  CC # _______
Certified birth certificates may be issued to:

Please note that proof of relationship is required if your name is not listed on the birth certificate: (e.g. marriage certificates, birth certificates, court orders)

The registrant (person named on the certificate)
- Spouse
- Parents
- Grandparents
- Great grandparents
- Grandchild
- Stepparents
- Siblings

Parents
- Adult children

Grandparents
- Legal guardian

Great grandparents
- Legal representatives of any of the above must present proof of client relationship

Grandchild
- For complete list visit: http://www.colorado.gov/cdphe/vitalrecords

Stepparents

Siblings

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:

1. Alien Registration Receipt/Permanent Resident Card
2. Certificate of U.S. Citizenship
3. City of Denver County Jail Inmate ID
4. Colorado Department of Corrections ID card
5. CO Temporary Driver’s License (with hole-punched Driver’s License)
6. Department of Human Services Youth Corrections ID
8. Foreign Passport
9. Government Work ID
10. Job Corps ID
11. Photo Driver’s License
12. Photo ID Card (DMV)
13. School, University or College ID Card (must be current)
14. Temporary Resident Card
16. U.S. Certificate of Naturalization
17. U.S. Citizenship ID Card (I-197)
18. U.S. Military ID Card
19. U.S. Passport

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

‘Secondary’ List:

1. Acknowledgment of Paternity document (Colorado only)
2. Birth Certificate of Applicant (U.S. only)
3. Court order of adoption or name change
4. Craft or trade license (Colorado only)
5. DD-214
6. Divorce Decree (U.S. only)
7. Hospital birth worksheet (ID for mothers- within 6 months of event)
8. Hunting or Fishing License (must be current-Colorado only)
9. IRS-TIN card
10. Marriage license (U.S. only)
11. Medicare Card
12. Merchant mariner card
13. Mexican voter registration card
14. Motor vehicle registration or title (must be current -U.S. only)
15. Pilot license
16. Selective Service Card (U.S. only)
17. Social Security Card
18. Social Services Card (Medicaid, WIC)
19. State or Federal Prison or Corrections Card
20. Tribal ID Card
21. Weapon or gun permit (U.S. only)
22. Work ID, Paycheck Stub (within 3 months), or W-2 (last tax year)
23. Any Expired document from the “Primary” List (cannot be expired more than 6 months)

We are sorry, but we cannot accept:

1. Matricula Consular Card
2. Novelty ID Card
3. Non-expiring Identification Cards
4. City or County Prison/Jail ID
5. Souvenir Birth Certificates
6. 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 (HSVVR-VR-A1), Denver, Colorado 80246-1530 or call Samuel Vasquez, Jr. at 303-692-2227.

Revised 5/14