

Vital Records
1675 W. Garden of the Gods Rd. Suite 2044
Colorado Springs, CO 80907
Website: www.elpasocountyhealth.org
Phone: (719) 575-8492
Online Orders: www.vitalchek.com



FOR OFFICE USE ONLY

DCN # _____ CASH _____
CHECK # _____ CC # _____

Colorado Birth Certificate Application

Requestor, please include the following for processing:

☐ Completed application ☐ Required ID ☐ Payment

Requestor Information

Print name of the person making the request:		Daytime Phone:	
Mailing Address:	City	State	Zip Code
Your relationship to the person named on the certificate (proof needed if your name is not listed on the certificate): <input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Legal Representative <input type="checkbox"/> Other _____			
Reason for Request (Choose one option): <input type="checkbox"/> Newborn <input type="checkbox"/> Travel/Passport <input type="checkbox"/> Records <input type="checkbox"/> School <input type="checkbox"/> Insurance <input type="checkbox"/> Employment <input type="checkbox"/> Social Security <input type="checkbox"/> Other _____			

Registrant Information

Full name at birth	First	Middle	Last	Suffix
Date of Birth	Month	Day	Year	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male Is this Person Deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date: ____/____/____ State where death occurred: _____ (Please provide a certified copy of death certificate)
Place of Birth	City	County	State	COLORADO ONLY
Full name of Mother or Parent A	First	Middle (Prior to first marriage)	Maiden	Suffix
Full name of Father or Parent B	First	Middle (Prior to first marriage)	Last	Suffix
<small>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).</small>				
By signing in this box, I have read and understood that there are penalties for obtaining a record under false pretenses.				Today's date

Sign here

Primary ID Listing (at least one) or visit our website for additional ID options	Order Quantity
<ul style="list-style-type: none"> • Alien Registration Receipt or Permanent Resident Card (INS I-151 or I-551) • Certificate of US Citizenship (N-560 or N-561) • City of Denver/Denver County/Pueblo County Jail Temporary Inmate ID • CO Department of Corrections ID Card • CO Department of Human Services Youth Corrections ID • CO Temporary Driver's License/State ID (within 30 days) • Employment Authorization Card (I-776) • Foreign Passport • Government Work ID (US) • Job Corps ID Card • International Driving License or Photo ID Card (Issued by Country) • Photo Driver License/ID card (DMV-US) • School, University, or College ID Card (US- Current school year) • Temporary Resident Card (I-688, I-688A, or I-688B) • US B1/B2 Visa Card PLUS I-94 • US Certificate of Naturalization (N-550 or N-570 w/Photo) • US Citizenship ID Card (I-197) • US Merchant Mariner Card (w/Photo) • US Military ID Card • US Passport Book/Card 	Number of certificates _____ Cost of first certificate \$25.00 _____ Additional certificate(s) \$20 each _____ (of the same record, issued on the same day) Birth verification \$25.00 for one _____ Total Charges _____
<small>*For payment by email, fax or mail, enter card info below or make checks/money orders payable to Vital Records</small>	
Card type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Cardholder name: _____ Cardholder signature: _____ Card number: _____ Expiration date: ____/____/____ CVV: _____	
<small>All mail-in orders are shipped via regular mail unless a pre-paid FedEx or UPS envelope is provided by the customer. We are not responsible for records lost in the mail.</small>	

Certified birth certificates may be issued to:

Please note that proof of relationship is required

- The registrant (person named on the certificate)
- Spouse
- Parents/Stepparent
- Adult Children
- Grandchildren
- Siblings
- Legal Guardian
- Legal Representative of any listed
- For a complete list, visit:
www.colorado.gov/cdphe

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

At least one of the following:

(No expired documents accepted)

Primary List:

- Alien Registration Receipt/Permanent Resident Card
- Certificate of US 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 Corp ID
- US Merchant Mariner Card/Book
- School, University of College ID card (must be current)
- Temporary Resident Card
- US B1/B2 Visa Card with I-94
- US Certification of Naturalization
- US Citizenship ID Card (I-197)
- US Military ID Card
- US Passport Book or Card
- US Photo ID or Driving License
- Foreign Driver's License/ID Card (issued directly from a foreign county's government- not state or province)

Or at least two 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 (US only)
- Court Order for Adoption or Name Change
- Craft or Trade License (Colorado only)
- DD-214
- Divorce Decree (US only)
- Hospital Birth Worksheet (within six months of birth)
- Colorado Hunting or Fishing License (must be current)
- Foreign or International Driving License (with photo)
- Marriage License/Certificate (US only)
- Medicare Card
- Mexican Voter Registration Card
- Motor Vehicle Registration or Title (must be current – US only)
- Pilot License
- State, Territorial or Federal Prison or Corrections ID Card
- Social Security Card
- Selective Service Card/Letter (US only)
- Weapon or Gun Permit (US only)
- Work ID, Paycheck stub (within three months), or W-2 (last tax year)
- Any expired document from the "Primary" list (cannot be expired more than six months)

We are sorry, but we cannot accept:

- Matricula Consular Card
- WIC Card
- Souvenir/Hospital birth certificates
- IRS-ITIN Card/Letter
- Novelty ID Card
- Non-expiring ID card (unless issued within the last five years)
- Out-of-State Temporary Drivers' Licenses or Temporary State ID Card

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, 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

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 at (303) 692-2200.