

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



FOR OFFICE USE ONLY

DCN #

CASH

CHECK #

CC #

## Colorado Death Certificate Application

Requestor, please include the following for processing:

Completed application     Required ID     Payment     Tangible interest documents

### Requestor Information

Print name of the person making the request:		Daytime Phone:		
Mailing Address:		City	State	Zip Code
Your relationship to the deceased ( <b>proof needed if your name is not listed on the certificate</b> ): <input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling <input type="checkbox"/> Child <input type="checkbox"/> Stepparent <input type="checkbox"/> Government Agency <input type="checkbox"/> Legal Representative <input type="checkbox"/> Ex-Spouse <input type="checkbox"/> Genealogist <input type="checkbox"/> Other _____				
Reason for Request: <input type="checkbox"/> Insurance <input type="checkbox"/> Social Security <input type="checkbox"/> Property <input type="checkbox"/> School <input type="checkbox"/> Genealogy <input type="checkbox"/> Other _____				

### Deceased Information

Full name of the Deceased	First		Middle		Last	Suffix	
Date of Death	Month	Day	Year	Age at death	Place of Birth	State or Foreign Country	
Place of Death	City		County		State	<b>COLORADO ONLY</b>	
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 in this box, I have read and understood that there are penalties for obtaining a record under false pretenses.							Today's date
Sign here 							

<b>Primary ID Listing (at least one) or visit our website for additional ID options</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Alien Registration Receipt or Permanent Resident Card (INS I-151 or I-551)</li> <li><input type="checkbox"/> Certificate of US Citizenship (N-560 or N-561)</li> <li><input type="checkbox"/> City of Denver/Denver County/Pueblo County Jail Temporary Inmate ID</li> <li><input type="checkbox"/> CO Department of Corrections ID Card</li> <li><input type="checkbox"/> CO Department of Human Services Youth Corrections ID</li> <li><input type="checkbox"/> CO Temporary Driver's License/State ID (within 30 days)</li> <li><input type="checkbox"/> Employment Authorization Card (I-776)</li> <li><input type="checkbox"/> Foreign Passport</li> <li><input type="checkbox"/> Government Work ID (US)</li> <li><input type="checkbox"/> Job Corps ID Card</li> <li><input type="checkbox"/> International Driving License or Photo ID Card (Issued by Country)</li> <li><input type="checkbox"/> Photo Driver License/ID card (DMV-US)</li> <li><input type="checkbox"/> School, University, or College ID Card (US- Current school year)</li> <li><input type="checkbox"/> Temporary Resident Card (I-688, I-688A, or I-688B)</li> <li><input type="checkbox"/> US B1/B2 Visa Card PLUS I-94</li> <li><input type="checkbox"/> US Certificate of Naturalization (N-550 or N-570 w/Photo)</li> <li><input type="checkbox"/> US Citizenship ID Card (I-197)</li> <li><input type="checkbox"/> US Merchant Mariner Card (w/Photo)</li> <li><input type="checkbox"/> US Military ID Card</li> <li><input type="checkbox"/> US Passport Book/Card</li> </ul>	
*For payment by email, fax or mail, enter card info below or make checks/money orders payable to Vital Records	
Card type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Cardholder name: _____	
Cardholder signature: _____	
Card number: _____	
Expiration date: _____ / _____	
CVV: _____	

<b>Order Quantity</b>	
Number of certificates	
<input type="checkbox"/> Standard	_____
<input type="checkbox"/> Legal	_____
Cost of first certificate \$25	
Additional certificates(s) \$20 each (of the same record, issued on the same day)	
Death verification \$20.00 for one	
<b>Total Charges</b>	
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.	

The Office of the State Registrar of Vital Statistics requires the following documentation:	
Death certificates may be issued to:	Document(s) needed to prove the relationship:
Current spouse	Must be listed on the death certificate
Ex-spouse	Must present proof of direct & tangible interest (i.e. Social Security record, insurance policy).
Parent	Must be listed on the death certificate.
Stepparent	Marriage certificate proving relationship to a parent that is listed on the death certificate.
Siblings/Half siblings	Birth certificate showing at least one same parent required (cannot accept baptismal, 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 baptismal, hospital records or school records, unless the customer presents a letter from the state of birth stating no record was found).
Stepchildren	Marriage certificate & birth certificate proving relationship required.
Legal representative/Paralegals	Proof of client relationship is 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 is 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 Director	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.