

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



FOR OFFICE USE ONLY
DCN # _____ CASH _____
CHECK # _____ CC # _____

Colorado Death Certificate Application

Print name of the person making the request:		Daytime Phone:	
Mailing Address:	City/State:	Zip Code:	
Your relationship to the deceased (proof needed if your name is not listed on the certificate): Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Grandparent <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 <input type="checkbox"/>			
Reason for Request: Insurance <input type="checkbox"/> Social Security <input type="checkbox"/> Property <input type="checkbox"/> School <input type="checkbox"/> Genealogy <input type="checkbox"/> Other <input type="checkbox"/>			

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 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 in this box, I have read and understood that there are penalties for obtaining a record under false pretenses. Sign here	Today's date
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Order Quantity	
Number of certificates Standard _____ Legal _____ Cost of first certificate \$25 Additional certificate(s) \$20 each (of the same record, issued on the same day) Death verification \$20.00 for one Total Charges _____ 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.	For payment by email, fax or mail, enter card information below or make checks/money orders payable to: Vital Records Card type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> Amex Cardholder name: _____ Cardholder signature: _____ Card number: _____ Expiration date: ____ / ____ CVV: ____

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 & birth certificates 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