



# COLORADO Birth Certificate Request

Vital Records Section  
101 W. 9th Street  
Pueblo, CO 81003  
719-583-4300 (press 4)  
pueblohealth.org

ABN BC Number Issued \_\_\_\_\_

Past Issues \_\_\_\_\_

Invoice Number \_\_\_\_\_

HS Posada SPU Staff Other

## Requestor Information

Print name of person making request:		First	Middle	Last	
Mailing address	City	State	Zip	Daytime Phone	
Physical address	City	State	Zip	Email Address	
<b>Relationship to Registrant</b> (Person named on certificate)		<input type="checkbox"/> Self	<input type="checkbox"/> Parent	<input type="checkbox"/> Stepchild	<input type="checkbox"/> Brother/Sister
		<input type="checkbox"/> Spouse	<input type="checkbox"/> Child	<input type="checkbox"/> Step-parent	<input type="checkbox"/> Legal Representative
		<input type="checkbox"/> Other	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Legal Guardian	
Reason for request: <input type="checkbox"/> ID/D.License <input type="checkbox"/> Housing <input type="checkbox"/> Insurance/Medicaid <input type="checkbox"/> Records <input type="checkbox"/> School <input type="checkbox"/> Travel/Passport					
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, or imprisonment in the county jail for not more than one year or both such fine and imprisonment.					
By signing below, I have read and understand that there are penalties for obtaining a record under false pretenses.					Today's date
X					

## Registrant Information:

Information about person whose birth certificate is being requested. If adopted, provide adoptive information. **Circle Sex:**  
Male or Female

Full Name at Birth	First	Middle	Last		
Date of Birth	Month	Day	Year	Is this Person Deceased? Yes _____ No _____ If Yes, must provide certified copy of death certificate	
Place of Birth	City		County	COLORADO	
Full Name of Mother/ Co-Parent	First	Middle	Maiden Name	Mother's State of Birth	Age at Birth
Full Name of Father/ Co-Parent	First	Middle	Last	Father's State of Birth	Age at Birth

**Make check or money order payable to Pueblo Department of Public Health & Environment. Please do not send cash through the mail. Additional funds received of \$5.00 or less will not be refunded unless requested in writing.**

**Ways to Order:** Office hours are from 8:00 a.m. - 4:30 p.m. Monday - Friday.  
Apply in person for **same day** service.  
Cash, checks, money orders, Visa and MasterCard accepted.  
Mail in request, certificate will be mailed within **three-four business days.**  
Genealogy request will be mailed within **two weeks.**

**Charges:** \$20.00 for first copy (or search of files when no record is found).  
Effective 7-1-2018 \$13.00 for each additional copy ordered at the same time, for the same certificate. **Credit card orders accepted by ordering online at [www.vitalchek.com](http://www.vitalchek.com)**

Office Use Only!			
1st Copy	2nd /Replacement	Total Copies	
_____	_____	_____	
Cert _____	SPU _____	Total _____	
ID Copied _____	Issued By _____	_____	
	<small>staff initials</small>	<small>staff initials</small>	
SF # _____			
\$ _____	\$ _____	\$ _____	\$ _____
Cash/Ck#	Check	CC	Total

(Proof of Relationship)	
Birth Name of Person Related to: _____	Date of Birth _____
Maiden Name _____	
SF # _____	

(Proof of Relationship)	
Birth Name of Person Related to: _____	Date of Birth _____
Maiden Name _____	
SF # _____	

**(Right to the Record)** Birth, death and fetal death certificates are **confidential** in the State of Colorado. These records are not public records and, therefore, are not subject to the Freedom of Information Act.

The **registrant** (person named on certificate). Current **spouse**. Marriage certificate is required – or for common law marriage a notarized affidavit of common law marriage, joint income tax returns, or insurance policies can be accepted. (In the case of common-law marriage, the document must clearly state: husband and wife.) **Ex-spouse**. Must present proof of direct and tangible interest. Marriage certificate is not acceptable (i.e. insurance policy, letter from SSA). **Parent/Co-parent**. Must be listed on birth certificate. **Stepparent**. Marriage certificate to a parent listed on birth certificate is required. **Legal guardian**. Original, certified court order proving custody is required. **Grandparents/Great grandparents**. Birth certificate(s) proving relationship required. Paternal grandparents if father listed. **Siblings/Half siblings**. Birth certificate proving at least one same parent required. **Children/Grandchildren/Great grandchildren**. Birth certificate(s) proving relationship is required. **Legal representative/Paralegals**. Proof of client relationship required, as well as proof of the client’s relationship to the registrant. **Consular Corps/Consulate offices**. Must present appropriate credentials verifying association with the consulate. **Adoption Agencies**. Certified court orders proving custody is required. (May also accept notarized “Special Power of Attorney” document signed by mother and father, if listed). **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**. Only eligible for birth records of deceased relatives that are over 50 years old and must present a copy of the registrant’s death certificate. **Recruiters**. Birth certificate can only be issued upon a signed release from inductee or they can have a DD372 (birth verification) completed. **Governmental agencies** (SSA, Human Services, etc.) No additional document needed – fee may apply.

**Identification and Proof of Relationship is Required, such as a birth certificate or marriage certificate. If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide Identification and Proof of Relationship to request certificate. (List Revised 03-01-2018)**

**At least 1 of the following:**

**All documents presented must be current and valid. Expired documents drop to the Secondary Listing. Documents that do not contain either an issue or an expiration date will not be considered acceptable.**

Alien Registration Receipt/Permanent Resident Card	School, University or College ID Card
Certificate of US Citizenship	Temporary Resident Card
City of Denver/Denver County Jail Temporary Inmate ID	US B1/B2 Visa Card with I-94 Card
County of Pueblo Jail Inmate Temporary ID	US Certificate of Naturalization
CO Department of Corrections ID Card	US Citizenship ID Card (I-197)
Colorado Department of Human Services Youth Corrections ID	US Merchant Mariner Card
CO Temp. Driver’s License/State ID (Must be within the 30-day period)	US Military ID Card
Employment Authorization Card (INS Form I-766)	US Passport Book or Card
Foreign Passport	US State or Territory Photo Driver License or
Government Work ID	Photo ID Card
Job Corps ID Card	

**Or at least 2 of the following:**

**(Any document expired more than six months will not be accepted).**

Acknowledgement of Parentage Document (CO only)	Medicare Card (Issued by US Social Security Admin.)
Birth Certificate of Applicant (US local, state, territorial or federal)	Mexican Voter Registration Card (Mexican Federal Gov)
Court Order for Adoption or Name Change	Motor Vehicle Registration or Title (US State or territory)
Craft or trade license (Issued by DORA)	Non-U.S. or International Driving License
DD-214 (US Military separation document)	Pilot License (Issued by FAA)
Divorce Decree (US Court only)	Selective Service Card/Letter (US Selective Service)
Colorado Gaming License	Social Security Card (Social Security Administration)
Hospital Birth Worksheet (within 6 months)	State, Territorial or Federal Prison or Correction Card
CO Hunting/Fishing License (Department of Parks & Wildlife)	Weapon or Gun Permit (US only)
IRS-ITIN Card or Letter	Work ID, Paycheck Stub, Pay Statement (3 mos), or W-2
Marriage License/Certificate (US State, territory or county)	(last tax year)

**\*\*\*OPTION AVAILABLE FOR ADOPTIONS\*\*\***

Only an adoptive parent or adopted person is eligible for this special service. This service can only be completed by the state office.

Number of copies with “Issued Pursuant to Adoption” requested: \_\_\_\_\_ Signature of: \_\_\_\_\_

(Relationship to registrant: check one)  adopted person  adopted parent

**Colorado Department of Health and Environment, Vital Records Section**  
**4300 Cherry Creek Drive South**  
**Denver, CO 80246-1530**  
**Telephone 1-303-692-2200, www.cdphe.state.co.us**

Birth Application & Picture Id Revision Final 7.1.2018