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, all documents must clearly state: husband and wife.) Ex-spouse. Must present proof of direct and tangible interest. Marriage certificate is not acceptable (e.g. insurance policy, letter from SSA). Parent/Co-parent. Must be listed on birth certificate. Stepparent. Your marriage certificate to a parent that is listed on the birth record is required. Legal guardian. Original certified court order proving custody is required. Grandparents/Great grandparents. Birth certificate(s) proving relationship is required. Paternal grandparents if father listed. Siblings/Half siblings. Birth certificate listing at least one of the same parents is required. Children/Grandchildren/Great grandchildren. Birth certificate(s) proving relationship is required. Legal representative/Paralegals. Proof of client relationship is 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. Genealogists. Notarized signed release from immediate family member is required as well as proof of the family member’s relationship. Certificate marked “For Genealogical Use Only”. In-laws/auxents/uncles/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 documentation needed – fees 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)

**PRIMARY LIST:** at least 1 of the following
Documents that do not contain either an issue or an expiration date will not be considered acceptable.

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

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

- Acknowledgement of Parentage Document (CO only)
- Birth Certificate of Applicant (U.S.A. only)
- Colorado Craft or Trade License (issued by DORA)
- Colorado Medicaid Card (State of Colorado only)
- DD-214 (U.S. Military separation document)
- Divorce Decree (U.S.A. only)
- Final Decree of Adoption that bears the seal of the court
- Final Decree of Name change that bears the seal of the court
- Fishing/Hunting License (must be current - CO only)
- Foreign or International Driver’s License (with photo)
- Colorado Hospital Birth Worksheet (issued within 6 months)
- Marriage License/ Certificate (U.S.A. only)
- Medicare Card (issued by Social Security Administration)
- Mexican Voter Registration Card (Mexican Federal Gov)
- Motor Vehicle Registration or Title (U.S.A. only)
- Pilot License (Issued by FAA)
- Selective Service Card/Letter (U.S.A. only)
- Social Security Card (issued by Social Security Administration)
- State, Territorial or Federal Prison or Corrections Card
- Weapon or Gun Permit (U.S.A. only)
- Work ID, Paycheck Stub, Pay Statement (within 3 months)
- or W-2 (last tax year)

**WE CANNOT ACCEPT THE FOLLOWING:**

- Tribal ID Card
- Undated Documents
- Out-of-State Medicaid/Medical Cards
- Out-of-State Temporary Driver's license or Temporary State ID
- Veterans Universal Access ID Cards
- WIC Card

*Document list subject to change*