

# COLORADO Death Certificate Request



Vital Records Section  
101 W. 9th Street  
Pueblo, CO 81003  
719-583-4555

email: vitalrecords@pueblocounty.us

ABN DC number Issued \_\_\_\_\_

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

Information about person whose death certificate is being requested - please type or print.

Full name of deceased:	First	Middle	Last
Date of death:	Month	Day	Year
Place of death:	City	County	COLORADO
Reason for request:	Your Relationship to deceased:		

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 below, I have read and understand that there are penalties for obtaining a record under false pretenses. All requests must be accompanied by a copy of the requestor's identification before processing. PLEASE RETURN YOUR REQUEST WITH A PHOTOCOPY OF YOUR DRIVERS LICENSE, STATE ID OR PASSPORT. Full list of Primary and Secondary Forms of Identification listed on the back page.

Name of person making request:	Daytime Phone Number:
Physical Address: City: State: Zip Code:	Email Address:
Signature of person making request: <b>X</b>	Today's Date

***Make check or money order payable to PDPHE or Pueblo Department of Public Health and 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.***

**Business hours: Monday - Friday 8:00 a.m. - 4:30 p.m. except holidays.**

**CLOSED FOR LUNCH from 12:00 to 1:00 PM**

No appointment needed - **Same day service available until 4:15 pm**

Cash, checks, money orders, Visa and MasterCard are accepted.

**Orders are also accepted online at:** www.vitalchek.com (additional fees apply)

**By email:** vitalrecords@pueblocounty.us

**Mail in request:** certificate will be mailed within **four business days.**

**Genealogy:** request will be mailed within **two weeks.**

**Cost (all fees assessed are NON-REFUNDABLE)**

\$20.00 for one copy (or search when no record found).

\$13.00 for each additional certificate of same record ordered at the same time.

\$1.00 Search fee per year where date of death is unknown.

**Type of Certificates**  
Standard Death Certificate (**entire record**)  
Legal Death Certificate (**all legal and no medical information**)  
Verification of Death (**limited legal information and no medical information**)

Office Use Only			
Type of Certificate ordered			
Standard	Legal	Verification	
1st Copy	Additional/Exchange	Total	
_____	_____	_____	
Total Amt. Due \$ _____			
ID Copied	Issued By		
_____	_____		
	Staff Initials	Staff Initials	
SF# _____			
\$ _____	\$ _____	\$ _____	\$ _____
Cash/Ck#	Check	Credit Card	Total

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

**Identification and Proof of Relationship is Required:** Documents not containing an issue or expiration date are not acceptable. If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide appropriate identification to request the certificate.

**Current spouse.** Must be listed on the death certificate. **Ex-spouse.** Must present proof of direct and tangible interest (e.g. insurance policy, letter from SSA). **Parent.** Must be listed on death certificate. **Stepparent.** Marriage certificate proving relationship to a parent listed on death certificate. **Grandparents/Great grandparents.** Birth certificate(s) proving relationship required. **Siblings/Half Siblings.** Birth certificate showing at least one same parents required. **Children/Grandchildren/Great grandchildren.** Birth certificate(s) showing relationship is required. **Step Children.** birth certificate proving relationship required. Biological parent must be listed on the death certificate as spouse. **Legal representative/Paralegals.** Proof of client relationship required, as well as proof of the client's relationship to the registrant. **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 certificates 25 years or younger - must present proof of direct and tangible interest (e.g. 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, Creditors, Employer.** Proof of direct and tangible interest required. **Beneficiaries.** Proof of direct and 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 and tangible interest required (insurance policy). **Hospital/Nursing home/Hospice/Physician.** Proof of patient relationship required. **Funeral Directors.** 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.**

(Revised 12-14-2018)

**PRIMARY LIST:** at least 1 of the following

**All documents presented must be current and valid. Expired documents drop to the Secondary List.**

**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 U.S. Citizenship	Temporary Resident Card
City of Denver/Denver County Jail Temporary Inmate ID	U.S. B1/B2 Visa Card with I-94 Card
County of Pueblo Jail Inmate Temporary ID	U.S. Certificate of Naturalization
Colorado Department of Corrections ID Card	U.S. Citizenship ID Card (I-197)
Colorado Department of Human Services Youth Corrections ID	U.S. Merchant Mariner Card
CO Temporary Driver's License/State ID (issued within 30 days)	U.S. Military ID Card
Employment Authorization Card (INS Form I-766)	U.S. Passport Book or Card
Foreign Passport	U.S. State or Territory Photo Driver's License
Government Work ID	or Photo ID Card
Job Corps 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 ( <b>CO only</b> )	Marriage License/ Certificate (U.S.A. only)
Birth Certificate of Applicant (U.S.A. only)	Medicare Card (issued by Social Security Administration)
Colorado Craft or Trade License (issued by DORA)	Mexican Voter Registration Card (Mexican Federal Gov)
Colorado Medicaid Card (State of Colorado only)	Motor Vehicle Registration or Title (U.S.A. only)
DD-214 (U.S. Military separation document)	Pilot License (Issued by FAA)
Divorce Decree (U.S.A. only)	Selective Service Card/Letter (U.S.A. only)
Final Decree of Adoption that bears the seal of the court	Social Security Card (issued by Social Security Administration)
Final Decree of Name change that bears the seal of the court	State, Territorial or Federal Prison or Corrections Card
Fishing/Hunting License (must be current - CO only)	Weapon or Gun Permit (U.S.A. only)
Foreign or International Driver's License (with photo)	Work ID, Paycheck Stub, Pay Statement (within 3 months)
Colorado Hospital Birth Worksheet (issued within 6 months)	or W-2 (last tax year)

**WE CANNOT ACCEPT THE FOLLOWING:**

Birth Certificates issued by Foreign Governments	Tribal ID Card
City & County Detention Center ID Card	Undated Documents
Hospital/Souvenir Birth Certificates	Out-of-State Medicaid/Medical Cards
IRS-ITIN Card or Letter	Out-of-State Temporary Driver's license or Temporary State ID
Matricula Consular Card	State Digital ID
Novelty ID Cards	Veterans Universal Access ID Cards
Non-expiring Identification Cards (unless issued within the last 5 years)	WIC Card