

**(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, 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.

**Grandparents/Great grandparents and Legal guardian**. Original certified court order proving custody is required.

**Siblings/Half siblings**. Birth certificate listing at least one of the same parents is required. **Children**. 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/aunts/uncles/nephews/nieces/ cousins / grandchildren**. 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.) May need additional documentation (*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, sibling, or adult child, who can provide identification and Proof of Relationship to request certificate.

**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	Job Corps ID Card
Certificate of U.S. Citizenship	School, University or College ID Card
City of Denver/Denver County Jail Temporary Inmate ID	Temporary Resident Card
County of Pueblo Jail Inmate Temporary ID	U.S. B1/B2 Visa Card with I-94 Card
Colorado Department of Corrections ID Card	U.S. Certificate of Naturalization
Colorado Department of Human Services Youth Corrections ID	U.S. Citizenship ID Card ( <b>I-197</b> )
CO. Temporary Driver's License/State ID ( <b>issued within 30 days</b> )	U.S. Merchant Mariner Card
Colorado Digital ID	U.S. Military ID Card
<b>(must be valid, date &amp; time stamped must be submission date)</b>	U.S. Passport Book or Card
Employment Authorization Card ( <b>INS Form I-766</b> )	U.S. State or Territory Photo Driver's License or Photo ID Card
Foreign Passport	
Government Work ID	

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

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

**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	Veterans Universal Access ID Cards
Novelty ID Cards	WIC Card
Non-expiring Identification Cards ( <b>unless issued within the last 5 years</b> )	