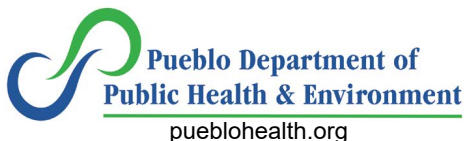


COLORADO Birth Certificate Request



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

ABN BC Number Issued _____
Past Issues _____ Invoice Number _____

Requestor Information: email: vitalrecords@pueblocounty.us HS PDHS SCHRA SPU S.O. MetroCaring

Print name of person making request:		First:	Middle:	Last name:	
Physical address:		City:	State:	Zip Code:	Daytime Phone Number:
Mailing address:		City:	State:	Zip Code:	Email Address:
Relationship to Registrant (Person named on certificate)		Self <input type="checkbox"/>	Parent <input type="checkbox"/>	Legal Representative <input type="checkbox"/> <small>(must provide certified court order proving legal representation)</small>	
		Child <input type="checkbox"/>	Brother/Sister <input type="checkbox"/>	Legal Guardian <input type="checkbox"/> <small>(must provide certified court order)</small>	
		Spouse <input type="checkbox"/>	Stepparent <input type="checkbox"/>	Other _____	
Reason for request:		<input type="checkbox"/> ID/D.License	<input type="checkbox"/> Records	<input type="checkbox"/> Insurance/Medicaid	<input type="checkbox"/> Housing
		<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 \$1,000.00, 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.					Today's Date:
X					

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

Full Name at Birth		First:	Middle:	Last:	
Date of Birth	Month	Day	Year	Is this Person Deceased? No Yes If Yes, must provide copy of death certificate	
				If death occurred in CO. provide date of death: _____ SF # _____	
Place of Birth		City		County	COLORADO
Full Name of Mother or Parent A		First	Middle	Last Name Prior to 1st. Marriage (Maiden)	Parent A- State of Birth
Full Name of Father or Parent B		First	Middle	Last Name Prior to 1st. Marriage (Maiden)	Parent B- State of Birth

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 am - 4:30 pm (except holidays)

CLOSED FOR LUNCH FROM 12:00 to 1:00 PM

Ways to Order
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 at: vitalrecords@pueblocounty.us
Mail in request: certificate will be mailed within four business days.
Genealogy: request will be mailed within two weeks.

Charges (all fees assessed are NON-REFUNDABLE)
Effective 01-01-26 \$25.00 for first copy (or search of files when no record is found).
\$20.00 for each additional certificate of same record ordered at the same time.

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

(Proof of Relationship)
Birth Name of Person Related to Registrant: _____
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, 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 (I-197)
CO. Temporary Driver's License/State ID (issued within 30 days)	U.S. Merchant Mariner Card
Colorado Digital ID	U.S. Military ID Card
(must be valid, date & time stamped must be submission date)	U.S. Passport Book or Card
Employment Authorization Card (INS Form I-766)	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 (CO only)	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, 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) or W-2 (last tax year)
Colorado Hospital Birth Worksheet (issued within 6 months)	

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 (unless issued within the last 5 years)	