



Vital Records - Birth and Death Certificates

120 West 5th Avenue, Denver, CO 80204

Office hours are 8 a.m.- 4 p.m., Monday-Friday

www.denvergov.org/birthdeathcertificates

Phone: 720-295-7964 Email: certificates@denvergov.org

Application for Certified Copy of Birth Certificate

Orders cannot be processed without a valid ID and a matching signature

Requestor Information – please type or print legibly

Name of person filing out request	Purpose for certificate (e.g., personal, records, newborn, school.)
Email address	Phone number
Physical and/or mailing address	
City State Zip Code	

Your relationship to person named on certificate (e.g., father, mother, sibling, self, grandparent, etc. - proof of relationship needed if not listed on certificate)

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 in Pen this box, applicant must have a direct and tangible interest in the record requested. I have read and understood that there are penalties for obtaining a record under false pretenses. All requests require identification.

X Date: ____/____/____

Registrant Information – please type or print legibly (Provide the person whose birth certificate is being requested)

Full Name at Birth	First	Middle	Last	Gender Male Female Other		
	Month	Day	Year	Is this person deceased? Yes No If yes, date: ____/____/____ State where death occurred: *please provide certified copy of death certificate		
Place of Birth	City		County (Not Country)	State Colorado ONLY		
Full Name of FATHER or Parent A	First	Middle	Last Name	Father/Parent A place of birth		
				Father/Parent A date of birth		
Full "MAIDEN" (name prior to first marriage) Name of MOTHER or Parent B	First	Middle	Maiden Last Name	Mother/Parent B place of birth		
				Mother/Parent B date of birth		

If an error is identified, and you take the birth certificate, you fully understand a \$13.00 fee will be assessed after the correction is made

Ways to order: 1. In person for same day service, office hours are Monday – Friday 8 a.m. to 4 p.m. 2. On-line: www.denvergov.org/birthdeathcertificates 3. Mail in application with a copy of your ID or Passport and a check or money order made payable to Manager of Finance. DO NOT SEND CASH.	Number of Copies requested	
	Cost of 1 st Certificate	\$20.00
	Additional certificate (of same record each)	\$13.00
	FedEx/UPS (optional)	\$25.00
	Total Charges (add all lines)	
No Refunds (Exchanges case by case)		

For Office Use Only:
 \$20.00 (State) Special processing fee - Yes ____ No ____ Employee Initials: _____
 Number _____

PRIMARY ID LISTING
(Must have one of the below)

SECONDARY ID LISTING
(Must have two of the below)

US State or Territory Photo Driver License or Photo ID Card	Issued by a US State or territory department of motor vehicles. Must contain a photograph. MUST be verifiable using online guide and/or issuing agency. Must contain either an issue or an expiration date. If the ID is non-expiring, it must have been issued within the last five years. The address on the license does not need to be the applicant's current address. Licenses/IDs indicating "Not for Federal Purposes" are acceptable	Work ID, Paycheck Stub, Pay Statement, or W-2	Work ID must contain the individual's first and last names, photo, and the company name. If there is any doubt that it is an ID for an employee, it is to be rejected. Work IDs issued without an issue or expiration date are acceptable. The paycheck stub or pay statement must have been issued within the last three months and must contain sufficient information to permit verification (e.g.: first and last name of individual, company name, address, contact information, etc.). The W-2 must have been issued within the last tax year.
CO Temporary Driver's License/State ID	MUST be within the 30-day period; MUST be issued by COLORADO DMV	Marriage License/Certificate	Issued by a US State, territory, or county; must be legal, certified copy. Novelty or souvenir certificates not acceptable.
School, University or College ID Card	Photo type, issued by a US school system, university, college, technical or trade school. The issuing entity MUST be able and willing to verify the ID, or it cannot be accepted. Non-US student IDs are not acceptable. ID must be current for the academic school year plus the summer break. Dale House IDs are accepted.	Birth Certificate of the Applicant	Issued by a US local, state, territorial or federal government. Birth certificates issued by a foreign government are not acceptable, but they may be used to support an appeal and/or as proof of relationship. Any certificate issued with a watermark is not acceptable.
Alien Registration Receipt or Permanent Resident Card	INS Form I-151 or I-551	Acknowledgment of Parentage Document	COLORADO document only issued by a hospital or the State Vital Records Office. Used to identify parents. All information must match.
Certificate of US Citizenship	INS Form N-560 or N-561	Craft or Trade License	Issued by CO Dept of Regulatory Affairs (DORA).
City/County of Denver Jail Inmate Temporary ID	Issued by the Denver County Sheriff Department. The card must match the record EXACTLY (with exception of middle and/or married names). Bracelet ID's are not acceptable as identification.)	Court Order for Adoption or Name Change	Issued by a municipal, state, territorial or federal court in the US. Must be record of applicant and certified by the court (need not be original seal, copies are acceptable).
County of Pueblo Jail Inmate Temporary ID	Issued by the Pueblo County Sheriff Department. The card must match the record EXACTLY (with the exception of middle and/or married names). MUST include photo. Must be valid per expiration date on card.	Colorado Hunting or Fishing License	Issued by Colorado Department of Parks and Wildlife; must be current.
CO Department of Corrections ID Card	Issued by the Colorado Department of Corrections. The card must match the record EXACTLY (with the exception of middle and/or married names).	Colorado Gaming License	Issued by the State of Colorado Department of Revenue; must be current.
Colorado Department of Human Services Youth Corrections ID	Issued by the Colorado Department of Human Services for minors in the Youth Corrections system. The card must match the record EXACTLY (with the exception of middle and/or married names).	Divorce Decree	Issued by a municipal, state, territorial or federal court in the US. Must be certified by the court (need not be original seal, copies are acceptable).
Employment Authorization Card	INS Form I-766	DD-214	US Military separation document
Foreign Passport	May be verified with embassy or consulate or with INS. Foreign nationals in the United States should be in possession of a valid passport. In most circumstances a U.S. issued visa will be contained within the passport. If a visa is present, then it should be the primary mechanism for verifying their identity. MUST be verifiable using online guide.	Federal Prison or Corrections Card	City and County Detention Facility cards are NOT acceptable unless specifically authorized.
Government Work ID	Issued by US government - federal, state, or local.	Hospital Birth Worksheet	May only be used for six months from the date of event. May be used to obtain records of other children. System-generated worksheets are acceptable.
Job Corps ID Card	Issued by US Department of Labor.	Medicaid card/Health <i>First Colorado (Colorado only)</i>	Issued by Colorado Human Services.
Non-U.S. or International Driving License	Issued by a foreign country or state government. MUST contain a photograph and be valid per expiration date listed on card. MUST be verified using guide.	Non-U.S. or International Driving License	Issued by a foreign country or state government. MUST contain a photograph and be valid per expiration date listed on card. MUST be verified using guide.
Temporary Resident Card	INS Form I-688, I-688A, or I-688B	Weapon or Gun Permit (U.S. only)	Issued by a municipal, state, territorial or federal government in the US.
US B1/B2 Visa Card	MUST be accompanied by a currently valid I-94 card (electronically generated I-94 printouts from I-94.cbp.dhs.gov website are acceptable)	Medicare Card	Issued by US Social Security Administration.
US Certificate of Naturalization	INS Form N-550 or N-570, with intact photo	Mexican Voter Registration Card	Issued by the Mexican federal government. Must be current. Expired cards are not acceptable.
US Citizenship ID Card	INS Form I-197	Motor Vehicle Registration or Title	Issued by a US State or territory. Must be current.
US Merchant Mariner Card	Issued by US Coast Guard. Must include photo and be verified by the online guide.	Selective Service Card/Letter	Issued by U.S. Selective Service.
US Military ID Card	Active duty, dependent, retired, reserve and National Guard. Must copy front and back. Military Retiree ID's that are non-expiring will be accepted.	Social Security Card	Issued by US Social Security Administration. Valid Social Security Cards with phrase "For Social Security Purposes - Not for Identification" are acceptable. Laminated cards and cards with no signatures are acceptable.
US Passport Book or Card	Issued by US Department of State.	Pilot License	Issued by FAA.
		Selective Service Card/Letter	Issued by U.S. Selective Service.