DEBRA JOHNSON
CLERK AND RECORDER | PUBLIC TRUSTEE

Recording Department
201 W. Colfax Ave., Dept. 101 | Denver, CO 80202
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Civil Union Requirements
For Denver County

Requirements

You must be 18 years of age or older to enter into a civil union in Colorado, with the following exception:

- If a person has attained 18 years of age and is under guardianship the party may not enter into a civil union unless the party has the written consent of the guardian.

You must present the necessary guardian consent form at the time you apply for a civil union license. This form must be notarized and accompanied by a photocopy of the guardian's valid ID. The name of the guardian and the applicant must match exactly the names as shown on the consent form and each person's valid ID. The consent form must have been completed and notarized within 30 days of the application for the civil union license.

If you have been married or were in a civil union previously and/or are widowed or divorced, you must provide:

- The *exact* date (month, day, and year) of your spouse's or partner's death or the *exact* date of your divorce.

If you are divorced you also must provide:

- Name of the previous spouse/partner
- Location (city and state) of your divorce
- The type (district, superior, circuit, etc.) of the court in which your divorce proceeding occurred and
- A certified copy of your divorce decree if your divorce is within 30 days preceding the date you apply for a civil union license.

Also, please be prepared to supply the place of birth (city and state) of each of your parents.

The following civil unions are prohibited:

- A civil union entered prior to the dissolution of an earlier civil union or marriage of either of the parties, except such earlier civil union or marriage that is a currently valid civil union or marriage between the applicant parties.
- A civil union between an ancestor and descendant, siblings, with a niece or nephew, or with aunt or uncle, whether the relationship is by half or whole blood. However, civil union between first cousins, whether the relationship is by half or whole blood, is permitted in Colorado.

Application

To apply for a civil union license, both you and your intended partner must appear in person at the Marriage/Civil Union License counter at the Clerk and Recorder Office on the first floor of the Webb Municipal Office Building, 201 W. Colfax Ave.

Hours of operation are **8:00 a.m. to 4:30 p.m.**, Monday through Friday. Closed municipal holidays.

You and your intended partner each must present one of these valid forms of identification:

- U.S. state issued driver's license or permit
- U.S. state-issued ID
- U.S. military ID
- Passport (with certified English-language translation if non-English)

(Please note the name on the civil union license will appear *exactly* as it is on the ID you provide)

Additionally: If you have a Social Security number you are required to provide it. If either party does not have a Social Security number (example: they are from another country or they are in the process of obtaining U.S. citizenship) they are not required to have one to enter into a civil union.

continued

Important: These following forms of identification **are not acceptable** for civil union license applications:

- Birth certificate (proof of date of birth may be obtained from a birth certificate when it is presented along with a valid picture ID)
- Baptismal certificate
- Mexican Consular ID ("Matricula Consular")

Absentee Application

If either you or your intended partner cannot appear in person, the absent party must complete an Absentee Affidavit – Application for Civil Union. This form must be notarized. The party appearing in person (see office hours as above) must present on the behalf of the absent intended partner. The absentee affidavit must have been completed and notarized within 30 days of the application for the civil union license.

- The completed and notarized absentee affidavit, and
- A clear and legible photocopy of the valid ID (one of the valid forms of identification listed above) of the absent intended partner. Fax copies will not be accepted.

The absentee applicant's legal name as stated in the notarized absentee affidavit must match ***exactly*** the absentee applicant's name as shown on the ID photocopy.

Fees

The civil union license application fee is $30.00 payable by ***cash*** *or* **checks only**. Credit cards are not accepted. Certified copies of civil union licenses are available upon payment of the fee of $1.25. See Civil Union Fees.

Civil Union License Validity

The civil union license may be used immediately upon issuance and is *valid for only* ***35 days after issuance****.* The license may be used anywhere within the State of Colorado to enter a civil union.

Certification

Your civil union may be certified by a judge of a court, a retired judge, a court magistrate, a Native-American tribe official, clergy, or it may be self-certified by you and your intended partner. Clergy from out-of-state do not need to be registered in Colorado. See also Ceremonies and Officials. Be advised that state law permits an officiant to refuse to certify a civil union.

The certifying official, or you and your partner in the case of self-certification, will complete your civil union certificate, attesting that your civil union certification has been performed lawfully. (Note: The civil union license and civil union certificate are two distinct instruments that appear on the single form.)

Recording

After certification you must return your civil union license and completed civil union certificate to us within 63 days for recording. *Do not separate the certificate from the license.* You may use the return envelope given to you at the time of application or return the certificate in person. Recording enters your civil union license and certificate into the city's official records for future reference (see Recording a Civil Union). The original form thereafter will be returned to you at the return address supplied at the time of application.

Forms

All forms referred to on this sheet may be obtained on the Clerk and Recorder website; www.DenverClerkandRecorder.org, and may be obtained in person at the Clerk and Recorder offices.

Contact

For further information regarding civil union requirements and applications, please call 311 (720-913-1311 outside Denver) and ask to be transferred to the Recording desk.