



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

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 requesting the certificate	Purpose for certificate (e.g., travel, 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, 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 below)

Full Name at Birth	First	Middle	Last	Suffix	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Date of Birth	Month	Day	Year	Is this person deceased? <input type="checkbox"/> Yes <input type="checkbox"/> 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 "MAIDEN" (name prior to first marriage) Name of MOTHER or Parent A	First	Middle	Maiden Last Name	Mother/Parent A place of birth	
				Mother/Parent A date of birth	
Full Name of FATHER or Parent B	First	Middle	Last Name	Suffix	Father/Parent B place of birth
					Father/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 (optional)	\$25.00
	SPU Fee (State of CO fee for changes)	\$20.00
	Total Charges (add all lines)	
No Refunds (Exchanges case by case)		

For Office Use Only: \$20.00 (State) Special processing fee - Yes ____ No ____ Number _____	Employee Initials: _____
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Identification Required for Certified Birth Certificate

Please follow the instructions below when submitting your application.

- This request must be completed in full. Please type or print clearly
- Enclose a copy of a current driver's license, passport, or State identification (see reverse side)
- Enclose appropriate fees
- Person requesting to receive a birth certificate must sign below
- Proof of Relationship is required (Parents and Registrant excluded)
- Enclose a copy of the death certificate if the person is deceased

Proof of Relationship

If your name is not listed on the birth certificate, **proof of relationship is required** before the birth certificate will be issued (e.g., marriage certificate, birth certificate, court orders). Certified Birth certificates may be issued to:

- | | | |
|--|------------------|------------------|
| • The registrant (person named on the certificate) | • Parents | • Stepparents |
| • Spouse | • Siblings | • Legal Guardian |
| | • Adult Children | |

Legal representatives of any of the above must present proof of client relationship.

For a complete list visit: <https://cdphe.colorado.gov/vital-records-identification-and-eligibility-documentation-and-requirements>

Proof of Identity

PRIMARY LIST Submit one of the following. No expired documents accepted.	SECONDARY LIST Submit two of the following ONLY if you don't have a document listed under the Primary List. We will not accept any documents expired more than six months.	WE CANNOT ACCEPT THE FOLLOWING:
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">← ACCEPTED ID DOCUMENTS →</div> <ul style="list-style-type: none"> • Alien Registration Receipt/Permanent Resident Card (must be current) • Certificate of U.S. Citizenship • Jail Temporary Inmate ID CARD: Denver or Pueblo County only • Colorado Department of Corrections ID CARD • Colorado Department of Human Services Youth Corrections ID • CO Temporary Driver's license/ State ID (must be current) • Employment Authorization Card (1-766) • Foreign Passport (must be current) • Government Work ID • Job Corps ID • Driver's license/ID Card (OMV -U.S. only) • School, University or College ID Card (must be current) • Temporary Resident Card (must be current) • U.S. B1/B2 Visa card with 1-94 (electronically generated 1-94 printouts from 1-94.cbp.gov website are acceptable) • U.S. Certificate of Naturalization • U.S. Citizenship ID Card {1-197} • U.S. Military ID card (front and back) • U.S. Passport or Card (must be current) • U.S. Merchant Mariner ID/ Book </div>	<ul style="list-style-type: none"> • Acknowledgment of Paternity document (Colorado only) • Birth Certificate of Applicant (U.S. only) • Court order of adoption or name change • Craft or Trade License (Colorado Only) • DD-214 • Divorce Decree (U.S. only) • Colorado Gaming license • Hospital birth worksheet (within 6 months of birth) • Colorado Hunting or Fishing license (must be current) • Foreign or International Driving License/ID Card (issued by foreign country's state or province) • Marriage license/Certificate (U.S. only) • Medicaid Card (Colorado Only) • Medicare Card • Mexican voter registration card • Motor vehicle registration or title (must be current - U.S. only) • Pilot license • State, Territorial or Federal Prison or Corrections ID Card • Selective Service Card/Letter (U.S. only) • Social Security Card • Weapon or Gun Permit (U.S. only) • Work ID, Paycheck Stub (within 3 months) or W-2 (Last tax year) • Any expired document from the Primary List (cannot be expired more than 6 months) 	<ul style="list-style-type: none"> • Matricula Consular Card • Novelty ID Card • IRS-ITIN Card or Letter • Non-expiring Identification Cards (unless issued in last 5 years) • Souvenir/Hospital birth certificates • Out-of-State Temporary Driver's license or Temporary State ID card

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, sibling, or adult child, who can provide appropriate identification, to request the certificate.