



Colorado Department of Public Health and Environment

Apply in person for same-day services
Walk-in Hours: Monday-Friday 8:30 - 4:30
Correction Hours: Monday-Friday 8:30 - 3:30

Colorado Birth Certificate Request

Vital Records Section HSVR-VR-A1
4300 Cherry Creek Drive South
Denver, CO 80246-1530
www.cdphe.state.co.us/certs
Email: vital.records@state.co.us
Phone: (303) 692-2200

Phone Orders: 1-866-300-8540
Online Orders: www.vitalchek.com
Phone/Online Follow-Up:
1-866-632-2604
Fax Orders: 1-800-423-1108

Colorado has birth records for the entire state since 1910. Birth certificates are also available from the county office(s); for all county locations visit www.cdphe.state.co.us/certs/countyoffices.pdf



- Requirements: Please check all that apply...
This request must be completed in full.
Enclose a copy of a current driver's license, passport or State identification. (See reverse side for complete list for primary and secondary ID's)
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.

Requestor Information:

Form for Requestor Information including fields for Print name of person making request, Mailing Address, Physical Address, Relationship to Registrant, and Reason for Request.

Registrant Information: Information about person whose birth certificate is being requested - Please type or Print \*\*\*If Adopted, Provide adoptive information and see special service on other side.\*\*\*

Form for Registrant Information including fields for Full Name at Birth, Date of Birth, Place of Birth, Full Name of Father, and Full Name of Mother.

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.

By signing below, I have read and understand that there are penalties for obtaining a record under false pretenses. Today's date

Ways to Order: \*\*Order certificates online at www.cdphe.state.co.us/certs... \*\*Credit Card Orders MAIL-IN OR FAX REQUEST ONLY Card Type: Card Number: Exp. Date:

Charges: Cost of certificates: \$17.75 for one (or search when no record found) \$10.00 for each additional certificate... \*\*10.00 CREDIT CARD convenience charge (WALK-INS excluded) Please check your shipping method: Regular Mail (\$0.00 - no additional charge) Fed Ex - within continental U.S. (\$20.00) Express Mail-within continental U.S. (\$18.30)

\*\*\$10.00 convenience charge to be added

\*Certified birth certificates may be issued to:

Please note that **proof of relationship is required** if your name is not listed on the birth certificate: (e.g. marriage certificates, birth certificates, court orders)

The registrant (person named on the certificate)  
Parents  
Grandparents  
Great grandparents  
Grandchild  
Stepparents  
Siblings

Spouse  
Adult children  
Legal guardian  
Legal representatives of any of the above must present proof of client relationship

For complete list visit:

<http://www.cdphe.state.co.us/certs/birth%20eligibility.pdf>

The Office of the State Registrar of Vital Statistics requires the following documentation:

**At least 1 of the following:  
(No expired documents accepted)**

***'PRIMARY' LIST***

- Alien Registration Receipt/Permanent Resident Card
- Certificate of U.S. Citizenship
- City of Denver County Jail Inmate ID
- Colorado Department of Corrections ID card
- CO Temporary Driver's License For (with hole-punched Driver's License)
- Department of Human Services Youth Corrections ID
- Employment Authorization Card (I-766)
- Foreign Passport
- Government Work ID
- Job Corps ID
- Photo Driver's License
- Photo ID Card (DMV)
- School, University or College ID Card (must be current)
- Temporary Resident Card
- U.S. B1/B2 Visa card with I-94
- U.S. Certificate of Naturalization
- U.S. Citizenship ID Card (I-197)
- U.S. Military ID Card
- U.S. Passport

**Or at least 2 of the following:  
(Any document expired more than six months will not be accepted)**

***'SECONDARY' LIST***

- 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)
- Hospital birth worksheet (ID for mothers- within 6 months of event)
- Hunting or Fishing License (must be current-Colorado only)
- IRS-TIN card
- Marriage license (U.S. only)
- Medicare Card
- Merchant mariner card
- Mexican voter registration card
- Motor vehicle registration or title (must be current -U.S. only)
- Pilot license
- Selective Service Card (U.S. only)
- Social Security Card
- Social Services Card (Medicaid, WIC)
- State or federal prison or corrections card
- Tribal ID 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)

**We are sorry, but we cannot accept:**

- Matricula Consular Card
- Novelty ID Card
- Non-expiring Identification Cards
- City or County Prison/Jail ID
- Souvenir birth certificates
- Temporary Driver's Licenses or Temporary State ID Card

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide appropriate identification, to request the certificate. **Proof of relationship is required**, such as a birth certificate or marriage certificate.

**\*\*\*OPTION AVAILABLE FOR ADOPTIONS\*\*\***

Only an adoptive parent or adopted person is eligible for this special service. **ONLY** sign below if you wish the statement "ISSUED PURSUANT TO ADOPTION" to appear on the birth certificate which indicates this person is adopted.

Number of copies to be issued with "Issued pursuant to adoption" requested: \_\_\_\_\_



Signature of:  adopted person  adoptive parent  
Relationship to **registrant** (check one✓)