

# COLORADO VITAL RECORDS

## Birth Certificate Application

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)
- Spouse
- Parents
- Stepparents
- Siblings
- Adult Children
- Legal Guardian

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

	<b>PRIMARY LIST</b>	<b>SECONDARY LIST</b>	<b>WE CANNOT ACCEPT THE FOLLOWING:</b>
	Submit one of the following. No expired documents accepted.	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.	
<b>ACCEPTED ID DOCUMENTS</b>	• Alien Registration Receipt/Permanent Resident Card	• Acknowledgment of Paternity document (Colorado only)	▪ Matricula Consular Card
	• Certificate of U.S. Citizenship	• Birth Certificate of Applicant (U.S. only)	▪ Novelty ID Card
	• Jail Temporary Inmate ID: Denver or Pueblo county	• Court order of adoption or name change	▪ IRS-ITIN Card or Letter
	• Colorado Department of Corrections ID card	• Craft or Trade License (Colorado Only)	▪ Non-expiring Identification Cards (unless issued in last 5 years)
	• Colorado Department of Human Services Youth Corrections ID	• DD-214	▪ Souvenir/Hospital birth certificates
	• CO Temporary Driver's license / State ID (must be current)	• Divorce Decree (U.S. only)	▪ Out-of-State Temporary Driver's license or Temporary State ID card
	• Employment Authorization Card (I-766)	• Colorado Gaming License	
	• Foreign Passport	• Hospital birth worksheet (within 6 months of birth)	
	• Government Work ID	• Colorado Hunting or Fishing License (must be current)	
	• Job Corps ID	• Foreign or International Driving License/ID Card (issued by foreign country's state or province)	
	• Driver's license/ID Card (DMV - U.S. only)	• Marriage license/Certificate (U.S. only)	
	• Foreign Driver's License/ID Card (issued directly from the foreign country's government-not state or province)	• Medicaid Card (Colorado Only)	
	• School, University or College ID Card (must be current)	• Medicare Card	
	• Temporary Resident Card	• Mexican voter registration card	
	• U.S. B1/B2 Visa card with I-94	• Motor vehicle registration or title (must be current - U.S. only)	
• U.S. Certificate of Naturalization	• Pilot license		
• U.S. Citizenship ID Card (I-197)	• State, Territorial or Federal Prison or Corrections ID Card		
• U.S. Military ID card (front and back)	• Selective Service Card/Letter (U.S. only)		
• U.S. Passport or Card	• Social Security Card		
• U.S. Merchant Mariner ID / Book	• 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)		

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.

### 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.

Signature of:  adopted person  adoptive parent

Number of copies to be issued with

"Issued pursuant to adoption" requested: \_\_\_\_\_

