

Death Certificates May be issued to:	Document(s) needed to prove relationship:
Current Spouse	Must be listed on Death Certificate.
Ex-Spouse	Must present proof of direct & tangible interest (i.e. Social Security record, insurance policy).
Parent	Must be listed on death certificate.
Stepparent	Marriage certificate proving relationship to a parent that is listed on death certificate.
Grandparents/Great Grandparents	Birth certificate(s) proving relationship required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Siblings/Half Siblings	Birth certificate showing at least one same parent Required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Children/Grandchildren/ Great Grandchildren	Birth certificate(s) showing relationship is required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the State of birth stating no record of birth was found).
Step-Children	Marriage certificate & birth certificate proving relationship required.
Legal Representative/Paralegals	Proof of client relationship as well as proof of the client's Relationship to the decedent.
Opposing Counsel	Certificate will be mailed to court w/ motion to seal "confidential record". Name, address and case number of the court required.
Genealogists	Notarized signed release from the immediate family member required as well as proof of the family member's relationship. Certificate marked "For Genealogical Use Only."
In-laws/aunts/uncles/nephews/nieces/cousins	For death certificates 25 years or younger – Must present proof of direct & tangible interest (i.e. insurance policy, personal will, etc.).
Probate Researchers	Proof of direct & tangible interest required.
Creditors	Proof of direct & tangible interest required.
Employer	Proof of direct & tangible interest required.
Beneficiaries	Proof of direct & tangible interest required (i.e. letter on Insurance company/pension company letterhead that clearly states the applicant is a beneficiary or is eligible to file a claim).
Insurance Companies	Proof of direct & tangible interest required (Insurance Policy).
Hospital/Nursing Home/ Hospice/ Physician	Proof of patient relationship required.
Funeral Directors	Must be listed on death certificate.
Informant	Must be listed on death certificate.
Others who may demonstrate a direct and tangible interest When information is needed for determination or protection of a personal or property right	Proof of direct & tangible interest required.
Attorney-in-fact/Agent (Power of Attorney)	Must present a Durable Power of Attorney that has been signed by the "principal" (person they are representing) and notarized. Durable Power of Attorneys are indefinite unless specified in the document or upon death. We do not accept Medical Power of Attorney. Review the Power of Attorney carefully, since some provide a limited amount of authority to the "attorney-in-law fact"/agent".
Consular Corps/Consulate Offices	Must present credentials verifying their connection to the Consulate.

APPROVED ID LIST

PRIMARY LIST

Submit one of the following. No Expired documents accepted.

- Alien Registration Receipt/Permanent Resident Card
- Certificate of U.S Citizenship
- Jail Temporary Inmate ID: Denver and Pueblo County
- Colorado Department of Corrections ID card
- CO Temporary Driver's License/State ID (must be current)
- Department of Human Services Youth Corrections ID
- Employee Authorization Card (I-766)
- Foreign Passport
- Government Work ID
- Job Corps ID
- Photo Driver's License/Photo ID Card (DMV U.S. only)
- 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
- U.S. Merchant Mariner ID/Book

SECONDARY LIST

Submit two of the following ONLY if you do not have a document listed under the Primary List. Documents expired more than six months will not be accepted.

- Acknowledgement of Paternity document (Colorado only)
- Birth Certificate of Applicant (U.S. only)
- Court order of adoption or name change
- Colorado craft or trade license
- DD-214
- Divorce Decree (U.S. only)
- Hospital Birth Worksheet (for infants under 6 months)
- Hunting or Fishing License (must be current - Colorado only)
- IRS-TIN card
- Marriage License (U.S. only)
- Medicare Card
- Foreign or International Driving License (with photo)
- Mexican Voter Registration Card
- Motor Vehicle Registration or Title (U.S. only)
- Pilot License
- Selective Service Card (U.S. only)
- Social Security Card
- State of Federal Prison or Corrections 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 CANNOT ACCEPT THE FOLLOWING:

- Matricula Consular Card
- Novelty ID Card
- Non-Expiring Identification Cards (unless issued in last 5 years)
- Souvenir Birth Certificates
- Out-of-State Temporary Driver's License or Temporary State ID
- Medicaid Card/WIC