



# Application for Certified Colorado Birth Certificate

<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> This request must be completed in full. Please type or print clearly.</li> <li><input type="checkbox"/> Enclose a copy of a current Driver's License, Passport, or State Identification (refer to ID requirements on reverse page)</li> <li><input type="checkbox"/> Enclose appropriate fees</li> <li><input type="checkbox"/> Person requesting to receive a birth certificate must sign below</li> <li><input type="checkbox"/> Proof of Relationship is required (Parents and Registrant excluded)</li> <li><input type="checkbox"/> Enclose a copy of death certificate if person is deceased</li> </ul>	<p><b>Larimer County Vital Records:</b>  <b>1525 Blue Spruce Drive</b>  <b>Fort Collins, CO 80524</b>  <b>Office:</b> 970-498-6710  <b>Fax:</b> 970-498-6715  <b>Office Hours:</b> Monday-Friday 8am to 4:15pm  <i>*Closed daily from 12pm – 1pm</i>  <b>No Walk In's available. Please call to schedule a In-person appointment.</b></p>
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**Requestor Information (Please Print):**

<b>Name of Person Making Request:</b>	First Name:	Middle:	Last:	Email:		
<b>Mailing Address:</b>	Street:	Apt #:	City:	State:	Zip:	Daytime Phone:
(      )						
<b>Relationship to Registrant:</b> (person named on certificate)	<input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Step-Parent <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Legal Representative <input type="checkbox"/> Other _____					
<b>Reason for Request:</b>	<input type="checkbox"/> Newborn <input type="checkbox"/> Travel/Passport <input type="checkbox"/> Records <input type="checkbox"/> School <input type="checkbox"/> Insurance <input type="checkbox"/> Other _____					

**Registrant Information (Please Print):**  
*Person listed on the Birth Certificate*

<b>Full Name at Birth</b>	First:	Middle:	Last:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Date of Birth</b>	Month:	Day:	Year:	Is this person deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>*If yes, you must provide a copy of the death certificate</b>
<b>Place of Birth</b>	City:	County:	State:	<b>Colorado ONLY</b>
<b>Full Name of Mother or Parent A</b>	First:	Middle:	Last Name Prior to First Marriage:	
<b>Full Name of Father or Parent B</b>	First:	Middle:	Last Name Prior to First Marriage:	

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 or imprisonment in the county jail for not more than one year or both such fine and imprisonment (CRS 25-2-118).

By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses.	<b>Today's Date:</b>

**Fees: \*Make Checks or Money Orders payable to LCHD**

<p>\$20.00 for one Birth Certificate .....</p> <p>\$13.00 for each additional certificate of the same record ordered at the same time .....</p> <p><b>Please select your shipping method:</b></p> <p><input type="checkbox"/> Regular Mail (\$0.00) <b>** We cannot guarantee US Mail</b></p> <p><input type="checkbox"/> Fed-Ex Shipping (\$20.00) <b>** Within the continental US</b> .....</p> <p style="padding-left: 20px;">*Delivered Next Business Day</p> <p><input type="checkbox"/> Fed-Ex Shipping delivery to AK/HI/Puerto Rico &amp; Other ..... Countries (Fees Vary) <b>** MUST PAY with Credit Card</b></p> <p><b>Total Charges</b> .....</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p><b>Credit Card Orders:</b></p> <p>Card Type:    <input type="checkbox"/> Visa    <input type="checkbox"/> MasterCard    <input type="checkbox"/> Discover  <input type="checkbox"/> American Express</p> <p>Cardholder Name: _____</p> <p>Card Number: _____</p> <p>Expiration Date: _____    CVC #: _____</p>
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### 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 (for example: marriage certificate, birth certificate, court orders).

#### **Certified Birth certificates may be issued to:**

The Registrant (person named on certificate)

Spouse

Parents / Stepparents

Adult Children

Grandparents / Great Grandparents

Grandchildren

Legal guardian

Siblings

Legal Representative of any of the above must present proof of client relationship

### **ID REQUIREMENTS:**

<b><u>PRIMARY LIST</u></b>	<b><u>SECONDARY LIST</u></b>
<p><b><i>At least 1 of the following: (No expired documents accepted)</i></b></p> <ul style="list-style-type: none"><li>• Alien Registration Receipt/Permanent Resident Card</li><li>• Certificate of U.S Citizenship</li><li>• Jail Temporary Inmate ID: Denver or Pueblo County</li><li>• Colorado Department of Corrections ID card</li><li>• Colorado Department of Human Services Youth Corrections ID</li><li>• Colorado Temporary Driver's License/State ID (must be current)</li><li>• Employee Authorization Card (I-766)</li><li>• Foreign Passport</li><li>• Government Work ID</li><li>• Job Corps ID</li><li>• US Merchant Mariner Card/Book</li><li>• Driver's License/ID Card (DMV - U.S.)</li><li>• Foreign Driver's License/ID Card (issued directly from foreign country's government – not state or province)</li><li>• School, University or College ID Card (must be current)</li><li>• Temporary Resident Card</li><li>• U.S. B1/B2 Card with I-94</li><li>• U.S. Certificate of Naturalization</li><li>• U.S. Citizenship ID Card (I-197)</li><li>• U.S. Military ID card</li><li>• U.S. Passport Book or Card</li></ul>	<p><b><i>OR at least 2 of the following: (Any document expired more than 6 months will not be accepted)</i></b></p> <ul style="list-style-type: none"><li>• Acknowledgement of Parentage document (Colorado only)</li><li>• Birth Certificate of Applicant (U.S. only)</li><li>• Court order of Adoption or Name Change</li><li>• Craft or Trade License (Colorado Only)</li><li>• DD-214</li><li>• Divorce Decree (U.S. only)</li><li>• Colorado Gaming License</li><li>• Hospital Birth Worksheet (within 6 months of birth)</li><li>• Colorado Hunting or Fishing License (must be current)</li><li>• Foreign or International Driving License/ID Card (issued by foreign country's state or province)</li><li>• Marriage License/Certificate (U.S. only)</li><li>• Medicaid Card (Colorado only)</li><li>• Medicare Card</li><li>• Mexican Voter Registration Card</li><li>• Motor Vehicle Registration or Title (must be current - U.S. only)</li><li>• Pilot License</li><li>• State, Territorial or Federal Prison or Correction ID Card</li><li>• Social Security Card</li><li>• Selective Service Card/Letter (U.S. only)</li><li>• Weapon or Gun Permit (U.S. only)</li><li>• Work ID, Paycheck Stub (within 3 months) or W-2 (last tax year)</li></ul> <p><b><i>Any Expired Document from the Primary List (cannot be expired more than 6 months)</i></b></p>

#### **WE CANNOT ACCEPT THE FOLLOWING:**

- Matricula Consular Card
- Novelty ID Card
- IRS ITIN card or letter
- Non-Expiring ID Cards (unless issued within last 5 years)
- Souvenir / Hospital Birth Certificates
- Out-of-State 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.**



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