



COLORADO BIRTH CERTIFICATE REQUEST

Montrose County Public Health
 1845 South Townsend
 Montrose, CO 81401
 Vital Records phone: (970) 252-5009
 Vital Records fax: (970) 964-2159

REQUIREMENTS

- This request must be completed in full. Please type or print clearly.
- Provide a copy of a current driver's license, passport or State identification. See reverse side.
- Pay appropriate fees
- Provide proof of relationship (Parents and Registrant excluded). See reverse side.

Requestor Information (Please Print)

Name of Person Making Request	First	Middle	Last	Email:
Mailing Address	Street	Apt #	City	State Zip Day Phone
Physical Address	Street	Apt#	City	State Zip Alt Phone
Relationship to Registrant* (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 _____			
Reason for Request:	<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) Information about the person listed on the birth certificate.

Full Name on Birth Certificate	First	Middle	Last
Date of Birth	Month	Day	Year
Place of Birth	City		County
Full Name of Mother or Parent A	First	Middle	LAST NAME PRIOR TO FIRST MARRIAGE
Full Name of Father or Parent B	First	Middle	LAST NAME PRIOR TO FIRST MARRIAGE

Is this person deceased? Yes No
If yes, you must provide a copy of the death 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 below, I have read and understand that there are penalties for obtaining a record under false pretenses.

Sign/date

Charges: (FEES NON-REFUNDABLE)

\$20.00 for one (or a search when no record is found)	\$ _____	<u>Credit Card Orders</u> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Visa MasterCard Discover American Express Cardholder Name: _____ Card Number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Expiration Date: _____ / _____
\$13.00 for each additional certificate of the same record	\$ _____	
2.35% credit card convenience charge	\$ _____	
Total Charges	\$ _____	
<u>We do not accept personal checks</u>		

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
 - Siblings
 - Adult children
 - Grandparents
 - Great grandparents
 - Grandchild
 - Stepparents
 - Legal guardian
- Legal representatives of any of the above must present proof of client relationship

For a complete list visit: <http://www.colorado.gov/cdphe/vitalrecords>

Proof of Identity

	PRIMARY LIST	OR	SECONDARY LIST	WE CANNOT ACCEPT THE FOLLOWING:
	Submit one of the following. No expired documents accepted.		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.	
▲ ACCEPTED ID DOCUMENTS ▼	<ul style="list-style-type: none">□ 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□ Employment 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		<ul style="list-style-type: none">□ Acknowledgment of Paternity document(Colorado only)□ Birth Certificate of Applicant (U.S.A only)□ Court order of adoption or name change□ Colorado craft or trade license□ DD-214□ Divorce Decree (U.S.A 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.A only)□ Medicare Card□ Foreign or International Driving License (with photo)□ Mexican voter registration card□ Motor vehicle registration or title (U.S.A only)□ Pilot license□ Selective Service Card (U.S.A only)□ Social Security Card□ State or federal prison or corrections card□ Weapon or gun permit (U.S.A 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□ 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

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.