

Colorado Death 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 or legal interest. See reverse side.

Requestor Information (person requesting the certificate)

First	Middle	Last	Email:	
Mailing Address	City	State	Zip	
Physical Address	City	State	Zip	
Relationship to deceased		<input type="radio"/> Parent <input type="radio"/> Spouse <input type="radio"/> Grandparent <input type="radio"/> Sibling <input type="radio"/> Child <input type="radio"/> Funeral Director <input type="radio"/> Legal Representative <input type="radio"/> Other: _____		
Reason for Request: <input type="radio"/> Insurance <input type="radio"/> Social Security <input type="radio"/> Property <input type="radio"/> Genealogy <input type="radio"/> Other: _____				

Deceased Information Check here if you are requesting a certificate of stillbirth

Full name of deceased	First	Middle	Last
Date of death* (or range of dates)	Month	Day	Year
Date of birth or age at death (optional)	State of birth (optional)		
Place of death	City	County	State Colorado ONLY

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.

Signature: _____ Date: _____

Charges: (FEES NON-REFUNDABLE)

*Search fee where date of death is unknown (\$1.00 per year) \$ _____

Cost of certificate: \$20.00 for any type below (or a search when no record is found)

Standard death certificate (entire record) \$ _____

Legal death certificate (all legal & no medical information) \$ _____

Verification of death (limited legal information & no medical information) \$ _____

Cost of additional certificates of any type \$13.00 each \$ _____

2.35% credit card convenience charge \$ _____

TOTAL CHARGES \$ _____

We do not accept personal checks

Credit Card Orders

Card: Visa MasterCard Discover American Express

Cardholder Name: _____

Card Number:

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Expiration Date: _____ / _____

Death certificates may 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 required as well as proof of the client's relationship to the registrant.
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 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 certificate 25 years or younger- Must present proof of direct & tangible interest (i.e. insurance policy, personal will, etc.). For death certificates over 25 years- Must present proof of relationship (a family tree would be acceptable for this case) Death certificate marked "For Genealogical Use Only."
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-fact"/"agent".
Consular Corps/Consulate offices	Must present credentials verifying their connection to the Consulate