

# Office of Vital Records

7190 Colorado Blvd., Suite 170  
Commerce City, CO 80020

Tel: (720) 200-1401

Email: [vitalrecords@adamscountyco.gov](mailto:vitalrecords@adamscountyco.gov)

Website: [www.adamscountyhealthdepartment.org](http://www.adamscountyhealthdepartment.org)



ADAMS COUNTY

HEALTH DEPARTMENT

Together for a Healthier Adams County

Staff Use Only:

v. 11/2025

DCN: \_\_\_\_\_

Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## Birth Certificate Application (Certified Copy)

### Requestor Information

Print name of person making request:							Daytime Phone:	
Mailing Address:				City	State	Zip code		
Your relationship to person named on certificate ( <b>Proof needed if your name is not listed on certificate</b> ): Self      Parent      Sibling      Spouse      Child      Legal Guardian      Other: _____								
Reason for Request: Newborn      Travel/Passport      Records      School      Insurance      Employment      Other: _____								

### Registrant Information

Full Name at Birth	First			Middle		Last		Suffix
Date of Birth and Living Status	Month	Day	Year	Sex Female Male X	Is this Person Deceased? If yes, date: _____ / _____ / _____ State where Death Occurred: _____ (please provide certified copy of death certificate)		Yes	No
Place of Birth	City			County			State <b>COLORADO ONLY</b>	
Full Name of Mother or Parent A	First			Middle		Last (Prior to First Marriage)		Suffix
Full Name of Father or Parent B	First			Middle		Last (Prior to First Marriage)		Suffix

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 (C.R.S. § 25-2-118)

By **signing below**, I have read and understand that there are penalties for obtaining a record under false pretenses

SIGN  
HERE

Date: \_\_\_\_\_

For payment by email or mail, enter card information below or make checks/money orders payable to **Adams County Vitals**

### Order Quantity and Payment Amount

Number of Certificates \_\_\_\_\_

Cost of first certificate \$ \_\_\_\_\_ 25.00

Additional certificate(s) \$20 ea. \$ \_\_\_\_\_

UPS 2-business day delivery \$25 \$ \_\_\_\_\_

(optional)

**Total Charge** \$ \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

SIGN  
HERE

Cardholder Signature: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

CVV: \_\_\_\_\_

## Proof of Identity

### **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

### **Accepted Identification Documents**

<b>PRIMARY</b>	<b>SECONDARY</b>
<p>Submit <u>one</u> of the following.</p> <p>Expired documents are not accepted.</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>• CO Temporary Driver's license / State ID (must be current)</li><li>• Employment Authorization Card (I-766)</li><li>• Foreign Passport</li><li>• Government Work ID</li><li>• Jobs Corps ID</li><li>• Driver's license / ID Card (DMV – U.S. only)</li><li>• Foreign Driver's License / ID Card (issued directly from the 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 Visa 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 (front and back)</li><li>• U.S. Passport or Card</li><li>• U.S. Merchant Mariner ID / Book</li></ul>	<p>Submit <u>two</u> of the following ONLY if you don't have a document listed under the Primary List.</p> <p>Documents expired more than six months are not accepted.</p> <ul style="list-style-type: none"><li>• Acknowledgement of Paternity document (Colorado only)</li><li>• Birth Certificate of Applicant (U.S. only)</li><li>• Court order of adoption or name change</li><li>• Craft of 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 (U.S. only – must be current)</li><li>• Pilot license</li><li>• State, Territorial, or Federal Prison/Corrections ID card</li><li>• Selective Service Card/Letter (U.S. only)</li><li>• Social Security Card</li><li>• Weapon or Gun Permit (U.S. only)</li><li>• Work ID, Paycheck Stup (within 3 months), or W-2 (last tax year)</li><li>• Any expired document from the Primary List (cannot be expired more than 6 months)</li></ul>
<p><b>THE FOLLOWING ARE NOT ACCEPTED</b></p> <ul style="list-style-type: none"><li>• Matricula Consular Card</li><li>• Novelty ID Card</li><li>• IRS-ITIN Card or Letter</li><li>• Non-expiring Identification Cards (unless issued in last 5 years)</li><li>• Souvenir/Hospital birth certificate</li><li>• Out-of-State Temporary Driver's license or Temporary State ID card</li></ul>	