

**Office of Vital Records**

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

**ADAMS COUNTY  
HEALTH DEPARTMENT**

*Together for a Healthier Adams County*

<b>Staff Use Only:</b>		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**

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

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

Cardholder Name: _____
Cardholder Signature:  _____
Card Number: _____
Expiration Date: ____/____/____ CVV: _____

**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)	\$ _____
<b>Total Charge</b>	<b>\$ _____</b>

# 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> Submit <u>one</u> of the following. Expired documents are not accepted.	<b>SECONDARY</b> Submit <u>two</u> of the following ONLY if you don't have a document listed under the Primary List. Documents expired more than six months are not accepted.
• Alien Registration Receipt/Permanent Resident Card	• Acknowledgement of Paternity document (Colorado only)
• Certificate of U.S. Citizenship	• Birth Certificate of Applicant (U.S. only)
• Jail Temporary Inmate ID: Denver or Pueblo County	• Court order of adoption or name change
• Colorado Department of Corrections ID card	• Craft of Trade License (Colorado only)
• Colorado Department of Human Services Youth Corrections ID	• DD-214
• CO Temporary Driver's license / State ID (must be current)	• Divorce Decree (U.S. only)
• Employment Authorization Card (I-766)	• Colorado Gaming License
• Foreign Passport	• Hospital birth worksheet (within 6 months of birth)
• Government Work ID	• Colorado Hunting or Fishing License (must be current)
• Jobs Corps ID	• Foreign or International Driving License/ID Card (issued by foreign country's state or province)
• Driver's license / ID Card (DMV – U.S. only)	• Marriage license/Certificate (U.S. only)
• Foreign Driver's License / ID Card (issued directly from the foreign country's government – not state or province)	• Medicaid Card (Colorado only)
• School, University, or College ID Card (must be current)	• Medicare Card
• Temporary Resident Card	• Mexican voter registration card
• U.S. B1/B2 Visa card with I-94	• Motor vehicle registration or title (U.S. only – must be current)
• U.S. Certificate of Naturalization	• Pilot license
• U.S. Citizenship ID Card (I-197)	• State, Territorial, or Federal Prison/Corrections ID card
• U.S. Military ID card (front and back)	• Selective Service Card/Letter (U.S. only)
• U.S. Passport or Card	• Social Security Card
• U.S. Merchant Mariner ID / Book	• Weapon or Gun Permit (U.S. only)
	• Work ID, Paycheck Stup (within 3 months), or W-2 (last tax year)
	• Any expired document from the Primary List (cannot be expired more than 6 months)
<b>THE FOLLOWING ARE NOT ACCEPTED</b>	
• Matricula Consular Card	
• Novelty ID Card	
• IRS-ITIN Card or Letter	
• Non-expiring Identification Cards (unless issued in last 5 years)	
• Souvenir/Hospital birth certificate	
• Out-of-State Temporary Driver's license or Temporary State ID card	