

Jefferson, Gilpin & Clear Creek Counties – Vital Records Office
Dakota Building – 800 Jefferson County Parkway – Suite 1300 – Golden CO 80401
Phone: 303-271-6450 Fax: 303-271-6451 E-mail: Vitalrecords@jeffco.us
Hours of Operation: 7:00 a.m. – 2:00 p.m., Monday – Friday

Application for Certified Copy of Birth Certificate

Please print all information. Incomplete information will result in rejection of this application

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 UNDERSTOOD THAT THERE ARE PENALTIES FOR OBTAINING A RECORD UNDER FALSE PRETENSES. EFFECTIVE 7/1/2003, ALL REQUEST MUST BE ACCOMPANIED BY A COPY OF THE REQUESTOR'S IDENTIFICATION BEFORE PROCESSING. **IMPORTANT: PLEASE RETURN YOUR REQUEST WITH A COPY OF YOUR DRIVER'S LICENSE, STATE ID OR PASSPORT.**

Printed Name of Requestor	Relationship To Registrant*
Address City State Zip	Daytime Phone
Signature of Requestor	Date

Registrant Information – Information about person whose birth certificate is being requested --- *Please type or print.*
If adopted, provide adoptive information.

Full name at birth	First	Middle	Last
Date of birth	Month	Day	Year
	Is this person deceased? Yes <input type="checkbox"/> No <input type="checkbox"/>		State where death occurred: _____
	If yes, date: ___/___/___		Please provide certified copy of death certificate
Place of birth	City		County State Colorado
Full name of father	First	Middle	Last
<u>Maiden</u> name of mother	First	Middle	Maiden
Reason for request			

Penalty by law: If any person alters, uses, or attempts to use, or furnishes to another for deceptive use of, or supplies false information for any vital statistics certificate. All applications are confidential information and are not made part of any public record.

Hospital Birth information: Allow 10 days from Birth before requesting a Certified Birth Certificate from Jefferson, Gilpin and Clear Creek Counties office of Vital Records

If a search is conducted and the record is not located in Jefferson, Gilpin and Clear Creek Counties office of Vital Records, the search fee is \$20.00

Charges (fees are non –refundable):	
FIRST COPY - \$20.00	# _____ x \$20.00 = \$ _____
ADDITIONAL COPIES - \$13.00 (each add'l copy of the same record ordered at the same time)	# _____ x \$13.00 = \$ _____
Total Copies: # _____	\$ _____

Method of Payment: Cash Check (Payable To Jefferson County Treasurer) Charge

Card Type: VISA MasterCard

Cardholder name: _____ Signature: _____

Card Number: _____ Exp. Date: ____/____/____ CVV: _____

*** Card information is only required for Mail-In or Faxed requests and will be destroyed after processing **

*Certified birth certificates may be issued to:

Please note that proof of relationship is required if your name is not listed on the birth certificate: (e.g. marriage certificates, birth certificates, court orders)

The registrant (person named on the certificate)
Parents
Grandparents
Great grandparents
Grandchild
Stepparents
Siblings

Spouse
Adult children
Legal Guardian
Legal representatives of any of the above must present proof of client relationship
For complete list visit:
<http://1.usa.gov/ZWf7La>

The Office of the State Registrar of Vital Statistics requires the following documentation:

At least 1 of the following:
(No expired documents accepted)

Or at least 2 of the following:
(Any document expired more than six months will not be accepted)

'PRIMARY' LIST

'SECONDARY' LIST

- Alien Registration Receipt/Permanent Resident Card
- Certificate of U.S. Citizenship
- City of Denver County Jail Inmate ID
- Colorado Department of Corrections ID card
- CO Temporary Driver's License Form (with hole-punched Driver's License)
- 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)
- 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

- Acknowledgment of Paternity document (Colorado only)
- Birth Certificate of Applicant (U.S. only)
- Court order of adoption or name change
- Craft or trade license (Colorado only)
- DD-214
- Divorce Decree (U.S. only)
- Hospital birth worksheet (ID for mothers- within 6 months of event)
- Hunting or Fishing License (must be current-Colorado only)
- IRS-TIN card
- Marriage license (U.S. only)
- Medicare Card
- Merchant mariner card
- Mexican voter registration card
- Motor vehicle registration or title (must be current –U.S. only)
- Pilot license
- Selective Service Card (U.S. only)
- Social Security Card
- Social Services Card (Medicaid, WIC)
- State or federal prison or corrections card
- Tribal ID card
- Weapon or gun permit (U.S. only)
- Work ID, Paycheck Stub (within 3 months), or W-2 (last tax year)

We are sorry, but we cannot accept:

- Matricula Consular Card
- Novelty ID Card
- Non-expiring Identification Cards
- City or County Prison/Jail ID
- Souvenir birth certificates
- 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, such a birth certificate or marriage certificate.