

CIVIL UNION LICENSE INFORMATION

The Colorado Civil Union Act, **effective May 1, 2013**, authorizes any 2 unmarried adults, regardless of gender, to enter into a civil union.

Civil Union licenses can be purchased at the following locations, Monday-Friday from 8:00 am to 4:30 pm for \$30.00. The license may be used immediately and is valid for 35 days from the date of issuance and is **only valid in the State of Colorado**.

- **Clerk & Recorder-Recording Office** 100 Jefferson County Parkway, #2560 Golden, CO 80419
- **Arvada Motor Vehicle Office** 6510 Wadsworth Blvd. #320 Arvada, CO 80033
- **Evergreen Motor Vehicle Office** 4990 County Hwy. 73 Evergreen, CO 80439
- **Lakewood Motor Vehicle Office** 2099 Wadsworth Blvd. Lakewood, CO 80215
- **Littleton Motor Vehicle Office** 11139 Bradford Rd. #100 Littleton, CO 80127

Identification

One of the following valid (not expired), legal identification for proof of age is required. Please note the name on the civil union license will appear exactly as it is on the ID you provide.

- Driver's License
- Military ID
- Passport
- State Issued ID
- Government Issued Foreign ID (accompanied by certified translation when applicable)

Apply in Person

Both parties should be present to apply for the license. If this is not possible, one party must appear with a completed, notarized absentee affidavit (provided by the Jefferson County Clerk's office) as well as approved *original* identification for the absent party. Applicants for a civil union license need not be Colorado residents.

Required Information

- Social Security number (per C.R.S. 14-15-109). If an applicant does not have a social security number, an affidavit provided by the Jefferson County Clerk's office must be signed.
- Place of Birth (City and State/Country).
- Parents names and current address.
- Divorce/Dissolution information (name of spouse/other party and date, place, and court where granted or dissolved).

Age Requirements

- 18 years of age or older.
- If 18 or older and under guardianship, guardian consent form, provided by the Jefferson County Clerk's office, is required

Certification

Per C.R.S. 14-15-112, Civil Union's may ONLY be certified by:

- Judges, Retired Judges, Magistrates (Civil)
- Clergy-must be ordained/recognized to lawfully perform civil union's (Religious)
- Indian Tribe Officials (Religious)
- The Couple Themselves (Self)

Only those listed above are authorized to sign the civil union certificate as the officiant. A friend or relative may not certify the civil union unless they are authorized to do so. Also, please note "officiant" is not a title, if there is no identifiable title (Pastor, Minister, Judge, Magistrate, etc.) it will be considered a self-certification.

The civil union certificate must include the County, date, and location where the civil union took place, and both party's signatures as they appear on the license (witnesses are not required). The completed civil union certificate must be forwarded to the Jefferson County Clerk's office within 63 days after the ceremony; failure to do so may result in late fees.

Prohibitions

- One of the parties is still married to or in a civil union with another person.
- Brother and sister, uncle and niece, aunt and nephew, whether by half or whole blood.
- One of the parties is under 18 years of age.

Civil Union Copies

- Copies of civil union licenses are \$0.25, or \$1.25 for a certified copy. If purchasing certified copies when returning your civil union license, please include your check for \$1.25 per copy **and** a self-addressed stamped envelope.
- Mail requests to: Jefferson County Clerk & Recorder
100 Jefferson County Pkwy #2560
Golden, CO 80419
- Copies of certified civil union applications are \$2.25. Per C.R.S. copies of civil union applications are to be made available only to the parties themselves or an immediate family member. A completed and notarized request form, provided by the Jefferson County Clerk's office, is required.

Name Change

Your civil union license must be returned and recorded before any name changes can be made.

If you are planning on changing your name, it is recommended you change your social security card *first*, as the social security office requires your civil union license (original or certified copy) **and** ID in your old name (such as a Driver's License). Please visit the following websites for more information:

www.ssa.gov (Social Security)

www.colorado.gov (Driver's License)

Ceremony/Reception Sites

- **Courthouse**-Judges and Magistrates are available to conduct civil unions at the Jefferson County Courthouse in Golden at 12:00 noon (check in at 11:45 am at magistrate clerks lobby, 2nd floor of courthouse) and 5:00 pm (check in at 4:30 pm at courtroom 1b, 1st floor of courthouse) Monday-Friday. Judicial officers charge a fee of **\$60 cash**; exact change is appreciated. For additional information please call 720-772-2560.
- **Boettcher Mansion**-for information please call 720-497-7633.