



# COLORADO BIRTH CERTIFICATE REQUEST

Colorado has birth records for the entire state since 1910. Birth certificates are also available from the county office(s); for all county locations visit <https://cdphe.colorado.gov/vitalrecords>

<b>Ways to Order:</b> <ul style="list-style-type: none"> <li>▪ In Person: Same day service. Hours are Monday-Friday 8:00 a.m. - 4:15 p.m.</li> <li>▪ Mail Orders: Send check or money order payable to Alamosa County Clerk to the address listed on the right. ( Allow up to two weeks for processing)</li> </ul>	<b>Alamosa County Clerk &amp; Recorder</b> <b>8999 Independence Way Ste. 101</b> <b>Alamosa, CO 81101</b> <b>Website:</b> <a href="https://cdphe.colorado.gov/vitalrecords">https://cdphe.colorado.gov/vitalrecords</a> <b>Email:</b> <a href="mailto:Recording@alamosacounty.org">Recording@alamosacounty.org</a> <b>Phone:</b> (719) 589-6681
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<b>REQUIREMENTS</b>	<input type="checkbox"/> This request must be completed in full. Please type or print clearly. <input type="checkbox"/> Enclose a copy of a current driver's license, passport or State identification (see reverse side). <input type="checkbox"/> Enclose appropriate fees <input type="checkbox"/> Person requesting to receive a birth certificate must sign below. <input type="checkbox"/> Proof of Relationship is required (Parents and Registrant excluded) <input type="checkbox"/> Enclose a copy of the death certificate if the person is deceased.
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## Requestor Information (Please Print)

Name of Person Making Request	First Name	Middle	Last	Email:	
Mailing Address	Street	Apt #	City	State Zip	Daytime Phone ( )
Physical Address	Street	Apt#	City	State Zip	Alt Phone Number ( )
Relationship to Registrant* (person named on certificate) *see reverse side	<input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Step-parent <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Legal guardian <input type="checkbox"/> Legal representative <input type="checkbox"/> Other _____				
Reason for Request:	<input type="checkbox"/> Newborn <input type="checkbox"/> Travel/Passport <input type="checkbox"/> Records <input type="checkbox"/> School <input type="checkbox"/> Insurance <input type="checkbox"/> Other: _____				

## Registrant Information (Please Print)

Person listed on the birth certificate. \*\*If adopted, provide adoptive information and see special service on the bottom of the reverse side.\*\*

Name on Birth Certificate	First	Middle	Last
Date of Birth	Month	Day	Year
Place of Birth	City		County
Full Name of Mother or Parent A	First	Middle	LAST NAME PRIOR TO FIRST MARRIAGE
Full Name of Father or Parent B	First	Middle	LAST NAME PRIOR TO FIRST MARRIAGE

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.	Today's Date
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### Charges: (FEES NON-REFUNDABLE)

\$25.00 for one (or search when no record found) ..... \$20.00 for each additional certificate of the same record ordered at the same time .....	\$ _____ \$ _____ \$ _____ \$ _____	<b>Credit Card Orders**</b> Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express Cardholder Name: _____ Card Number: _____ Expiration Date: _____   Zip _____   CVV _____ *Convenience charge will be added
Total Charges .....	\$ _____	

## 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
  - Siblings
  - Adult children
  - Stepparents
  - Legal guardian
- Legal representatives of any of the above must present proof of client relationship

For a complete list visit: <https://cdphe.colorado.gov/searching-vital-records>

## Proof of Identity

	OR		
<b>PRIMARY LIST</b>  Submit one of the following. No expired documents accepted.		<b>SECONDARY LIST</b>  Submit two of the following ONLY if you do not have a document listed under the Primary List. Any documents expired more than six months will not be accepted.	<b>WE CANNOT ACCEPT THE FOLLOWING:</b>
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">ACCEPTED ID DOCUMENTS</div> <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>▪ Job 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> </div>	OR	<ul style="list-style-type: none"> <li>▪ Acknowledgment 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 or 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>▪ MedicareCard</li> <li>▪ Mexican voter registration card</li> <li>▪ Motor vehicle registration or title (must be current - U.S. only)</li> <li>▪ Pilot license</li> <li>▪ State, Territorial or Federal Prison or 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 Stub (within 3 months) or W-2 (Last tax year)</li> </ul> <p style="text-align: center; font-size: small;">Any Expired document from the Primary List (cannot be expired more than 6 months)</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 certificates</li> <li>▪ Out-of-State Temporary Driver's license or Temporary State ID card</li> </ul>

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, sibling, or adult child, who can provide appropriate identification, to request the certificate.

### \*\*OPTION AVAILABLE FOR ADOPTIONS\*\*

Only an adoptive parent or adopted person is eligible for this special service. **ONLY** sign below if you wish the statement "ISSUED PURSUANT TO ADOPTION" to appear on the birth certificate which indicates this person is adopted.



Signature of:  adopted person  adoptive parent

Number of copies to be issued with "Issued pursuant to adoption" requested: \_\_\_\_\_