



745 Russell St.
 Craig, CO 81625
 Moffat County
 Phone: 970-824-8233
 Fax: 970-824-2548

940 Central Park Dr., Suite 101
 Steamboat Springs CO 80487
 Routt County
 Phone: 970-879-1632
 Fax: 970-870-1326

Application for Certified Copy of Birth Certificate

Colorado has birth records for the entire state since 1910. Certified copies of certificates are also available from county offices.

Requestor Information (Print name of person making request)

First	Middle	Last	Reason for Request:
Mailing Address	City	State	Zip
			Daytime Phone (970)
Physical Address	City	State	Zip
			Alternate Phone (970)
<p>Pursuant to Colorado Revised Statutes, 1982, 25 – 118 and 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 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)</p> <p>Please return your request with a photocopy of your driver's license, state ID or passport (To review the full list of primary and secondary identification ,please visit www.cdphe.state.co.us/hs/certs.asp)</p>			
By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses.		Relationship to Registrant (person named on certificate) <i>Please submit proof of relationship</i>	Today's 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 NO If yes, date: ____/____/____ State Where Death Occurred: _____ <i>Please provide certified copy of death certificate</i>	
Place Of Birth	City	County	State Colorado ONLY
Full Name of Father	First	Middle	Last
Full Name of Mother	First	Middle	Maiden Last Name (name prior to first marriage)

Ways to Order

Charges

<p>Apply in Person at either of the above address' Monday thru Friday from 9:00 am - 4:00 pm 24 Hour Processing Time</p> <p>Fax your completed application with credit card information and Proof of ID. To the correct fax number above. Mail in completed application, proof of ID and method of payment to the correct address. (Moffat or Routt County)</p>	<p>\$17.75 = For 1st copy (or search fee when no record is found) \$ _____</p> <p>\$10.00 = Each additional copy of same record Regular Mail no extra charge \$ _____</p> <p>\$----- = All other mail subject to FedEx charges (call VNA office for fees) \$ _____</p> <p style="text-align: right;">TOTAL: \$ _____</p> <p style="text-align: center;"> <input type="checkbox"/> Mail <input type="checkbox"/> Pickup <input type="checkbox"/> Number of copies requested </p>
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CREDIT CARD REQUESTS: (COMPLETE FOR MAIL or FAXED ORDERS ONLY)

Card Type: Visa MasterCard Exp. Date: ____/____

Cardholder Name: _____

Card Number : _____

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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

- Photo Driver License
- Photo Identification Card
- Current School, University or College Identification Card
- U.S. Passport
- Foreign Passport
- Alien Registration Receipt Card/Permanent Resident Card
- Temporary Resident Card
- Employment Authorization Card
- U.S. Military Identification Card
- U.S. Certificate of Naturalization
- Certificate of U.S. Citizenship
- U.S. Citizenship Identification Card

'SECONDARY' LIST

- Work Identification/Paycheck Stub/W-2
- Voter Registration Card
- Social Security Card
- DD-214
- Motor Vehicle Registration/Title
- Probation Documents
- Marriage License/Divorce Decree
- Social Services Card
- Hospital Birth Worksheet
- Acknowledgement of Paternity Document
- Department of Corrections Identification Card
- Birth Certificate of the Applicant (US only)
- Craft or Trade License
- Hunting or Fishing License
- Merchant Mariner Card
- Pilot License
- Selective Service Card
- Weapon or Gun Permit
- Any Expired document from the 'Primary' List

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

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 as a birth certificate or marriage certificate.

PLEASE NOTE: The primary and secondary ID documents on this list may have additional restrictions. Please refer to the current "Approved Identity Verification Documents Listing" policy or contact the office directly.