

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://kitcarsoncounty.colorado.gov/departments/administration-and-vital-records>

Ways to Order:

- **In Person:** Same day service. Hours are Monday-Friday 8am-4pm.
- **Mail Orders:** Send check or money order payable to Kit Carson County to the address listed on the right. Orders are mailed out by the day after receipt of your request.

Kit Carson County
PO Box 160
Burlington, CO 80807
email: accounting@kitcarsoncounty.org
Phone: (719)346-8133 Ext. 193

REQUIREMENTS

- This request must be completed in full. Please type or print clearly.
- Enclose a copy of a current driver's license, passport or State identification (see reverse side).
- Enclose appropriate fees
- Person requesting to receive a birth certificate must sign below.
- Proof of Relationship is required (Parents and Registrant excluded)
- Enclose a copy of the death certificate if the person is deceased.

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)	<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 _____				
*see reverse side					
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.**

Full Name at Birth	First	Middle	Last	
Date of Birth	Month	Day	Year	Is this person deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must provide a copy of the death certificate
Place of Birth	City	County	State Colorado ONLY	
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
<input type="checkbox"/> Sign Here 				

Charges: (FEES NON-REFUNDABLE)

\$25.00 for one (or search when no record found)	\$ _____	Credit Card Orders** 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: _____ Verification Code: _____
\$20.00 for each additional certificate of the same record ordered at the same time	\$ _____	
Total Charges	\$ _____	
*Within the continental U.S.	\$ _____	
FOR OFFICE USE ONLY		
STATE FILE# _____		
CERTIFICATE# _____		

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

PRIMARY LIST	OR	SECONDARY LIST	WE CANNOT ACCEPT THE FOLLOWING:
<p>Submit one of the following. No expired documents accepted.</p> <p>►</p> <ul style="list-style-type: none">• Alien Registration Receipt/Permanent Resident Card• Certificate of U.S. Citizenship• Jail Temporary Inmate ID: Denver or Pueblo county• Colorado Department of Corrections ID card• Colorado Department of Human Services Youth Corrections ID• CO Temporary Driver's license / State ID (must be current)• Employment Authorization Card (I-766)• Foreign Passport• Government Work ID• Job Corps ID• Driver's license/ID Card (DMV - U.S. only)• Foreign Driver's License/ID Card (issued directly from the foreign country's government-not state or province)• 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 (front and back)• U.S. Passport or Card• U.S. Merchant Mariner ID / Book		<p>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.</p> <ul style="list-style-type: none">• 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)• Colorado Gaming License• Hospital birth worksheet (within 6 months of birth)• Colorado Hunting or Fishing License (must be current)• Foreign or International Driving License/ID Card (issued by foreign country's state or province)• Marriage license/Certificate (U.S. only)• Medicaid Card (Colorado only)• Medicare Card• Mexican voter registration card• Motor vehicle registration or title (must be current - U.S. only)• Pilot license• State, Territorial or Federal Prison or Corrections ID Card• Selective Service Card/Letter (U.S. only)• Social Security Card• Weapon or Gun Permit (U.S. only)• Work ID, Paycheck Stub (within 3 months) or W-2 (Last tax year)	<p>Any Expired document from the Primary List (cannot be expired more than 6 months)</p> <ul style="list-style-type: none">▪ Matricula Consular Card▪ Novelty ID Card▪ IRS-ITIN Card or Letter▪ Non-expiring Identification Cards (unless issued in last 5 years)▪ Souvenir/Hospital birth certificates▪ Out-of-State Temporary Driver's license or Temporary State ID card

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.

Sign Here

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

Signature of: adopted person adoptive parent