Click on "Login as Guest"

Select "Accept" to proceed or "Decline" to cancel

Select "Begin Online Civil Union Process"
INSTRUCTION DATA

Click on "Continue" to proceed or "Decline" to cancel

BEGIN CIVIL UNION APPLICATION

All fields in RED are required

License Info

Contact Phone: Enter your contact phone number
Anticipated Date of Ceremony: Enter your ceremony date (you can apply in advance, but you have to come to our office within 35 days from the Date of your Ceremony)

PARTY ONE APPLICANT

Party One Applicant Information
**PARTY ONE APPLICANT**

**First Name**: Enter name as it appears on your ID  
**Middle Name**: Enter name as it appears on your ID  
**Last Name**: Enter name as it appears on your ID  
**Suffix**: only if it appears on your ID  

**Address**: Enter your current address 
(Do not enter a PO Box)

**Birth Last Name**: enter if different from current name  
**Birth City**: Enter the City you were born  
**Birth State**: Enter the US state in which you were born; if born outside of the US leave blank

**Parent’s Residence**: Enter City and State if living  
or if not living enter "deceased" or if not known enter "unknown"

**Marital/Civil Union Status**: Select Current status only  
**Single**: never been married  
**Data ended**: enter date of divorce/dissolve or death  
**Place of Divorce/Dissolve or Death**: enter City and State only  
**Type of Court**: if divorced or dissolved; enter type of court

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**PARTY TWO APPLICANT**

**First Name**: Enter name as it appears on your ID  
**Middle Name**: Enter name as it appears on your ID  
**Last Name**: Enter name as it appears on your ID  
**Suffix**: only if it appears on your ID

**Address**: Enter your current address 
(Do not enter a PO Box)
Birth Last Name: enter if different from current name
Birth City: Enter the City you were born
Birth State: Enter the US state in which you were born; if born outside of the US leave blank

Parent’s Residence: Enter City and State if living or if not living enter "deceased" or if not known enter "unknown"

Marital/Civil Union Status: Select Current status only
Single: never been married
Data ended: enter date of divorce/dissolve or death
Place of Divorce/Dissolve or Death: enter City and State only
Type of Court: if divorced or dissolved; enter type of court

CIVIL UNION INFO

Related by blood: Select Yes or No
How Related: if yes; enter the relation (example: cousin)

Return Address: enter the address where you would like the civil union license to be returned to once it has been recorded in our office

Select "Submit to County"

ERROR SCREEN

If all required information has not been completed this error message will appear
TRANSACTION SUCCESSFUL
If all information has been completed, this window will display

Select "OK" to submit

SUCCESSFUL SUBMISSION
Your information has successfully been submitted to the County

Select "OK"
Select "Print Confirmation Page"
(This page is not required to obtain your license in our office)

CIVIL UNION ONLINE PROOF SHEET
STATE OF COLORADO
County of Boulder

PARTY ONE

PARTY TWO

FULL NAME OF PARTY ONE (First, Middle, Last)

and

FULL NAME OF PARTY TWO (First, Middle, Last)

Feel free to contact our office if you have questions.
303-413-7770, press 0 for a clerk
or email us at recording@bouldercounty.org