



Public Health Vital Records  
 Fax Application for Certified Copy of Birth Certificate  
 515 Coffman Street, Suite 200  
 Longmont, CO 80501  
 303 678-6166

[www.BoulderCountyBirthCertificates.org](http://www.BoulderCountyBirthCertificates.org)

Number of Copies \_\_\_\_\_ Total Fee \_\_\_\_\_  
 FEE: \$20.00 for one copy \$13.00 for each additional copy of same record when ordered at the same time  
 Exchange \$13.00 each \_\_\_\_\_ Corrections \$20.00 each \_\_\_\_\_

**FAX Number: 303-678-6163**



**Fax Requirements:**

- This request **must** be completed in **full**
- Fax a copy of a current driver's license, passport or State identification
- (See the second page for complete list of approved primary and secondary ID's)
- Provide the credit card information on this page below
- **Person requesting to receive a Birth certificate must sign below**

**Requestor Information**

Print Name of Person Making Request	First	Middle	Last		
Mailing Address	Street	City	State	Zip	Daytime Phone: ( )
Physical Address (if different than Mailing)	Street	City	State	Zip	Alt Phone Number: ( )
E-mail address ^ (optional)				^ I consent for communication via e-mail	
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 - Information about person whose birth certificate is being requested \*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 <b>COLORADO ONLY</b>	
Full Name of Mother/ Parent A	First	Middle	Last Name Prior to First Marriage		
Full Name of Father/ 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 understood that there are penalties for obtaining a record under false pretenses)



Relationship to Registrant\* (person named on certificate)

Today's Date

<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> American Express	<input type="checkbox"/> Discover
Cardholder Name (as is appears on the card): _____			
Cardholder Billing Address: _____			
City: _____		State: _____ Zip Code: _____	
Credit Card Number: _____			
Expiration Date: ____ / ____ CCV Security Code: _____			
<b>I, the undersigned agree to all conditions set forth in this credit card authorization.</b>			
<b>Signature of Cardholder:</b> _____			Date: _____

**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
- Grandparents
- Great grandparents
- Grandchild
- Stepparents
- Legal guardian

Legal representatives of any of the above must present proof of client relationship

**Approved Identity Verification list**

<b>Primary Listing (at least one)</b>	<b>OR</b>	<b>Secondary Listing (must have at least two)</b>
<ul style="list-style-type: none"> <li>• Alien Registration Receipt or Permanent Resident Card (INS I-151 or I-551)</li> <li>• Certificate of US Citizenship (N-560-561)</li> <li>• City of Denver/Denver County Jail Temporary Inmate ID</li> <li>• County OF Pueblo Jail Inmate Temporary ID</li> <li>• CO Department of Corrections ID Card</li> <li>• CO Temporary Driver's License; <b>MUST be within 30 days period</b>, MUST be issued by Colorado DMV</li> <li>• Department of Human Services Youth Corrections ID</li> <li>• Employment Authorization Card (I-766)</li> <li>• Foreign Passport</li> <li>• Government Work ID</li> <li>• Job Corps ID Card</li> <li>• School, University, or College ID card (must be current)</li> <li>• Temporary Resident Card (I-688, I668A, or I-688B)</li> <li>• US B1/B2 Visa Card <b>PLUS</b> I-94</li> <li>• US Certificate of Naturalization N-550/570</li> <li>• US Citizenship ID Card (I-197)</li> <li>• US Merchant Mariner Card</li> <li>• US Military Identification Card</li> <li>• US Passport or Card</li> <li>• US State or Territory Photo Driver License or Photo ID Card</li> </ul>	<p><b>OR</b></p>	<ul style="list-style-type: none"> <li>• Acknowledgement of Paternity document</li> <li>• US Birth certificate of the applicant</li> <li>• Court order for adoption or name change</li> <li>• Craft or trade license</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</li> <li>• Foreign or International Driving License (with photo)</li> <li>• IRS-ITIN Card or Letter</li> <li>• Marriage License / Certificate (U.S. only)</li> <li>• Medicare Card</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 ID or Correction Card</li> <li>• Social Security Card</li> <li>• US Selective Service Card/Letter</li> <li>• Weapon or gun permit (U.S. only)</li> <li>• Work ID, Paycheck Stub, Pay Statement, or W-2 (last tax year)</li> </ul>

<b>WE CANNOT ACCEPT THE FOLLOWING:</b>
<ul style="list-style-type: none"> <li>• Matricula Consular Card</li> <li>• Novelty ID Card</li> <li>• Non-expiring Identification Cards (unless issued in last 5 years)</li> <li>• Souvenir birth certificates</li> <li>• Out-of-State Temporary Driver's license or Temporary State ID</li> <li>• Medicaid card / WIC</li> </ul>