

Absentee Affidavit Instructions

“STATE OF COLORADO County of _____”: Enter the Colorado County in which the form will be notarized. If notarized in a different state, change “State of Colorado” to the correct state and provide the county where the signature will be notarized.

Legal Name: Enter applicant’s first, middle and last name. The name must be written exactly how it appears on the copy of the ID that is being provided to our office.

Previous Married Name: If applicant has been previously married enter married last name only.

Suffix: Enter Jr., Sr., 2nd, 3rd, etc., only if this information is on the ID.

Address: Enter applicant’s current residence. Do not enter a PO Box.

Birth Date: Enter applicant’s birth date. This must match what is on the copy of the ID provided.

Last name at birth if different: Enter applicant’s last name, only if the current last name of the applicant is different than the last name at birth (adopted, married.)

Social Security number: Enter the last four digits of your social security number if you have one. If you don’t have one you must complete the “Social Security Affidavit” form.

City & State of Birth: Enter applicant’s City and State of birth. If born outside the US, enter City and Country.

Father: Enter the applicant’s father’s name as first, middle, and last name.

City & State: Enter CURRENT city and state where father is living. If unknown, enter unknown, and if deceased enter deceased.

Mother: Enter the applicant’s mother’s first, middle, last name, and maiden name. Add parentheses around maiden name.

City & State: Enter CURRENT city and state where mother is living. If unknown, enter unknown, and if deceased enter deceased.

Present Marital Status: Circle the applicant’s current marital status. Single (never been married), Widowed, Divorced/Dissolved, or already married to the other applicant. If divorced/dissolved, we need the EXACT day, month, year, city, state and type of court (examples are District, Family, etc...) that the divorce/dissolution was finalized.

Proof of Age: Circle the ID used on the form. A copy of that same ID must be provided with the affidavit. See list of acceptable IDs below.

Acceptable ID’s: Valid Driver’s License issued in the United States • Valid Passport • Valid US Passport Card used for re-entry to US from Canada, Mexico & the Caribbean) • Birth Certificate (an original or certified copy) • Valid State ID • Certificate of Naturalization • Department of Corrections ID • Military ID • Valid Permanent Registration Card • Employment Authorization Document • Social Security card may be used as a secondary ID for the name of the applicant (we MUST take the name as it appears on the ID).

Applicant Signature: Applicant must sign the affidavit in the presence of a notary. THE FORM MUST BE NOTARIZED.