



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

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 COLORADO ONLY	
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: _____			
I, the undersigned agree to all conditions set forth in this credit card authorization.			
Signature of Cardholder: _____ 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

Primary Listing (at least one)	OR	Secondary Listing (must have at least two)
<ul style="list-style-type: none"> • Alien Registration Receipt or Permanent Resident Card (INS I-151 or I-551) • Certificate of US Citizenship (Form N-560- N-561) • City of Denver/Denver County Jail Temporary Inmate ID • County OF Pueblo Jail Inmate Temporary ID • CO Department of Corrections ID Card • CO Temporary Driver's License; MUST be within 30 days period, MUST be issued by Colorado DMV • Department of Human Services Youth Corrections ID • Employment Authorization Card (I-766) • Foreign Passport • Government Work ID • Job Corps ID Card • Non-U.S. or International Driving License or Photo ID Card non-driver's license (issued by Country) • School, University, or College ID card (must be current) • Temporary Resident Card (I-688, I668A, or I-688B) • US B1/B2 Visa Card PLUS I-94 • US Certificate of Naturalization N-550- N-/570 • US Citizenship ID Card (I-197) • US Merchant Mariner Card • US Military Identification Card • US Passport or Card • US State or Territory Photo Driver License or Photo ID Card 	OR	<ul style="list-style-type: none"> • Acknowledgement of Paternity document • US Birth certificate of the applicant • Court order for adoption or name change • Craft or trade license • DD-214 • Divorce Decree (U.S. only) • Colorado Gaming License • Hospital Birth Worksheet (within 6 months of birth) • Colorado Hunting or Fishing license • Medicaid Card/Health First Colorado (Colorado Only) • Non-U.S. or International Driving License or Photo ID card non-driver's license (Issued by State/Province) • Marriage License / Certificate (U.S. 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 ID or Correction Card • Social Security Card • US Selective Service Card/Letter • Weapon or gun permit (U.S. only) • Work ID, Paycheck Stub, Pay Statement, or W-2 (last tax year)

WE CANNOT ACCEPT THE FOLLOWING:

- Birth Certificate Issued by a Foreign Governments
- City and County Detention Center ID Cards
- IRS-ITIN Card or Letter
- Matricula Consular Card
- Medicaid Cards (Excluding Colorado)
- Novelty Cards
- Souvenir Birth Certificates
- Temporary Driver's License or Temporary State ID Cards from other States
- Tribal ID Cards
- Undated Documents
- Veteran's Universal Access ID Cards