



Public Health Vital Records  
 Fax Application for Certified Copy of Birth Certificate  
 515 Coffman Street, Suite 200  
 Longmont, CO 80501  
 303 678-6166  
[www.boco.org/birthcertificates](http://www.boco.org/birthcertificates)

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

Print Name of Person Making Request	First	Middle	Last		
Address	City		State	Zip Code	Daytime Phone ( )

E-mail address ^ (optional) ^ I consent for communication via e-mail

Relationship to Registrant:  Self  Parent  Sibling  Child  Spouse  Other: \_\_\_\_\_

Reason for Request:  Newborn  Travel/Passport  Records  School  Insurance  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	<b>Last Name Prior to First Marriage</b>		
Full Name of Father/ Parent B	First	Middle	<b>Last Name Prior to First Marriage</b>		

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)

**SIGN  
HERE**

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
- 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 (Form N-560- N-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>• Non-U.S. or International Driving License or Photo ID Card non-driver's license (<b>issued by Country</b>)</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- N-/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>• Medicaid Card/Health First Colorado (Colorado Only)</li> <li>• Non-U.S. or International Driving License or Photo ID card non-driver's license (<b>Issued by State/Province</b>)</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>

**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