



ARCHULETA COUNTY
Public Health
DEPARTMENT

Colorado Birth Certificate Request
Archuleta County Public Health Department
502 S. 8th St. Pagosa Springs, CO 81147 970.264.2409

COPIES REQUESTED		STAFF ONLY		
1 st certificate	*\$25.00	Application Accepted by	Initials	Date
Additional certificates	\$20.00	Certificate Printed by	Initials	Date
TOTAL	NON-REFUNDABLE	Certificate Released by	Initials	Date
Payment Type	Cash Credit Check	DCN Number(s)		

REGISTRANT INFORMATION:		Information about person whose birth certificate is being requested- Please type or print. *If adopted, provide adoptive information and see special service on other side.			
Full Name at Birth Print legibly name of person on birth certificate	First	Middle	Last		
Date of Birth	Month	Day	Year	Is this Person Deceased? ☐ Yes ☐ No If yes, must provide a copy of the death certificate	
Place of Birth	City	County	☐ La Plata ☐ Archuleta Other _____	State COLORADO ONLY	
Mother/Parent A	First	Middle	Maiden Name		
Father/Parent B	First	Middle	Last		
REQUESTOR INFORMATION:		Information about person requesting a birth certificate. Please type or print.			
Print name of person making request	First	Last	Required ID Type\#\Expiration		
Mailing Address	Apt #	City	State	Zip	
Phone Number	Email Address				
Relationship to Registrant (person named on certificate) *see reverse side	☐ Self	☐ Parent	☐ Grandparent	☐ Step-parent	☐ Sibling ☐ Spouse
	☐ Child	☐ Step-child	☐ Legal Guardian	☐ Legal Representative	
	☐ Other: _____				
Reason for Request: ☐ Newborn ☐ Record ☐ Travel/Passport ☐ School ☐ Insurance ☐ Other: _____ (CHOOSE ONE ONLY)					
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 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 understand that there are penalties for obtaining a record under false pretenses. Sign Here:					Today's date
Circle One: Please note we cannot fax Birth Certificates under any circumstances Pick Up Mail Staff only: Date Mailed: _____					

***If a search is conducted and the record is not located in the Colorado office of Vital Records, the search fee is \$25.00 non-refundable. All incorrectly submitted applications will be destroyed after 6 months.**

VITAL STATISTICS INFORMATION AND HOURS

Applications are accepted Monday through Friday from 8:00 am to 4:00 pm

Certificates are available for pick up the next business day at 10:00 am

Mailed in applications will be processed 2 weeks upon receipt of required documents

Certified birth certificates may be issued to:

Please note that proof of relationship is required if your name is not listed on the birth certificate: (e.g. marriage certificates, birth certificates, court orders)

The registrant (person named on the certificate) Parents Grandparents Great Grandparents
Grandchild Stepparents Siblings Spouse Adult Children Legal Guardian

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

The Office of the State Registrar of Vital Statistics requires the following documentation:

Proof of Identity

ACCEPTED ID DOCUMENTS	PRIMARY LIST	SECONDARY LIST	WE CANNOT ACCEPT THE FOLLOWING:
	Submit one of the following. No expired documents accepted.	Submit two of the following ONLY if you don't have a document listed under the Primary List. We will not accept any documents expired more than six months.	
	• Alien Registration Receipt/Permanent Resident Card • Certificate of U.S. Citizenship • Jail Temporary Inmate ID: Denver or Pueblo county • Colorado Department of Corrections ID card • Colorado Department of Human Services Youth Corrections ID • CO Temporary Driver's license / State ID (must be current) • Employment Authorization Card (I-766) • Foreign Passport • Government Work ID • Job Corps ID • Driver's license/ID Card (DMV - U.S. only) • Foreign Driver's License/ID Card (issued directly from the foreign country's government - not state or province) • School, University or College ID Card (must be current) • Temporary Resident Card • U.S. B1/B2 Visa card with I-94 • U.S. Certificate of Naturalization • U.S. Citizenship ID Card (I-197) • U.S. Military ID card (front and back) • U.S. Passport or Card • U.S. Merchant Mariner ID / Book	• Acknowledgment of Paternity document (Colorado only) • Birth Certificate of Applicant (U.S. only) • Court order of adoption or name change • Craft or Trade License (Colorado Only) • DD-214 • Divorce Decree (U.S. only) • Colorado Gaming License • Hospital birth worksheet (within 6 months of birth) • Colorado Hunting or Fishing License (must be current) • Foreign or International Driving License/ID Card (issued by foreign country's state or province) • Marriage license/Certificate (U.S. only) • Medicaid Card (Colorado 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 or Corrections ID Card • Selective Service Card/Letter (U.S. only) • Social Security Card • Weapon or Gun Permit (U.S. only) • Work ID, Paycheck Stub (within 3 months) or W-2 (Last tax year) • Any expired document from the Primary List (cannot be expired more than 6 months)	• Matricula Consular Card • Novelty ID Card • IRS-ITIN Card or Letter • Non-expiring Identification Cards (unless issued in last 5 years) • Souvenir/Hospital birth certificates • Out-of-State Temporary Driver's license or Temporary State ID card

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide appropriate identification, to request the certificate. Proof of relationship is required, such as a birth certificate or marriage certificate.

FOR ADOPTIONS: Only an adoptive parent or adopted person is eligible for this special service. Only sign below if you wish the statement "ISSUED PURSUANT TO ADOPTION" to appear on the birth certificate which indicates this person is adopted.

Sign Here: _____ ☐ Adopted person ☐ Adoptive parent