



ARCHULETA COUNTY
Public Health
DEPARTMENT

Colorado Death Certificate Request

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

2500 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)		

Please check the type of death certificate you would like to purchase

- ☐ Standard Death Certificate (entire record) ☐ Legal Death Certificate (all legal and no medical information) ☐ Verification of Death (limited legal information and no medical information)

DECEASED INFORMATION: Information about person whose death certificate is being requested- Please type or print.				
Full Name of deceased	First	Middle	Last	
Date of Death	Month	Day	Year	☐ Check here if you are requesting a certificate of stillbirth
Place of Death	City	County	State COLORADO ONLY	
REQUESTOR INFORMATION: Information about person requesting a death certificate. Please type or print.				
Print name of person making request	First	Middle	Last	
Mailing Address	Apt #	City	State	Zip
Phone Number	Email Address			
Relationship to Registrant (person named on certificate) *see reverse side	☐ Parent ☐ Spouse ☐ Grandparent ☐ Sibling ☐ Child ☐ Funeral Director ☐ Legal Representative ☐ Other: _____			
Reason for Request:	☐ Insurance ☐ Social Security ☐ Property ☐ Genealogy ☐ Other: _____			
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 Death 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 4:30 pm
Death certificates will be available at 10:00 am two business days after application submitted.
Mailed in applications will be processed 2 weeks upon receipt of required documents

Death certificates may be issued to:

Current Spouse	Must be listed on death certificate.
Ex-spouse	Must present proof of direct & tangible interest (i.e. Social Security record, insurance policy).
Parent	Must be listed on death certificate
Stepparent	Marriage certificate proving relationship to a parent that is listed on death certificate.
Grandparents/ Great Grandparents	Birth certificate(s) proving relationship required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Siblings/Half Siblings	Birth certificate showing relationship is required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Children/Grandchildren/Great grandchildren	Birth certificate(s) proving relationship required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Step-Children	Marriage certificate & birth certificate proving relationship required.
Legal representative/Paralegals	Proof of client relationship required as well as proof of the client's relationship to the registrant.
Opposing counsel	Certificate will be mailed to court with motion to seal "confidential record." Name, address and case number of the court required.
Genealogists	Notarized signed release from immediate family member required as well as proof of the family member's relationship. Certificate marked "For Genealogical Use Only."
In-laws/aunts/uncles/nephews/nieces/cousins	For death certificate 25 years or younger- Must present proof of direct & tangible interest (i.e. insurance policy, personal will etc.). For death certificates over 25 years- Must present proof of relationship (a family tree would be acceptable for this case). Death certificate marked "For Genealogical Use Only."
Probate Researchers	Proof of direct & tangible interest required.
Creditors	Proof of direct & tangible interest required.
Employer	Proof of direct & tangible interest required.
Beneficiaries	Proof of direct & tangible interest required (i.e. letter on insurance company/pension company letterhead that clearly states the applicant is a beneficiary or is eligible to file a claim).
Insurance companies	Proof of direct & tangible interest required (Insurance policy).
Hospital/Nursing home/Hospice/Physician	Proof of direct & tangible interest required.
Funeral Directors	Must be listed on death certificate.
Informant	Must be listed on death certificate.
Others who may demonstrate a direct and tangible interest when information is needed for determination or protection of a person or property right.	Proof of direct & tangible interest required.

All requests for death certificated must be accompanied by a copy of the requestor's identification before processing.

Proof of Identity

	PRIMARY LIST Submit one of the following. No expired documents accepted.	SECONDARY LIST 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.	WE CANNOT ACCEPT THE FOLLOWING:
▲ ACCEPTED ID DOCUMENTS ▼	- 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