

Return Completed Application to:

Colorado Department of Public Health and Environment

Vital Records Section
CLOSED RECORDS SPECIALIST
4300 Cherry Creek Drive South, Denver CO 80246-1530
(303) 692-2188
www.cdphe.state.co.us/certs/adoption.html

FOR OFFICE USE ONLY

SF# _____ - _____

SFD: ____/____/____

Application to Open Sealed Adoption File To Release Original Birth Certificate*

*Certified copies from the sealed files may be issued to:

Adult Adoptee if 18 years of age or older and the adoption was finalized July 1, 1951 through June 30, 1967.

ADOPTEE CURRENT INFORMATION

Form with fields: Print Name (Adoptee), Mailing Address, Physical Address, Penalties for obtaining a record under false pretenses, PLEASE RETURN YOUR REQUEST WITH A PHOTOCOPY OF YOUR DRIVER'S LICENSE, STATE ID OR PASSPORT, By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses.

REGISTRANT INFORMATION

Information about person whose original birth certificate is being requested — please type or print. Provide adoptive information.

Form with fields: Full Name after Adoption, Date of Birth, Place of Birth, Full Name of Adoptive Father, Full Name of Adoptive Mother

PROCESSING TIME -30 days from date received on all requests.

Expedite service is available for an additional \$20 fee. Processing time for expedite requests is 15 days from date received.

WAYS TO ORDER -Valid ID required with all requests.

Apply in person. Office hours are from 8:30 a.m. to 4:45 p.m., Monday-Friday. **Fax your application with credit card information: within continental U.S. fax 800-423-1108; outside continental U.S. fax 1-303-691-9307. Mail in application with check, money order, or credit card information. Make check or money order payable to Vital Records. Please do not send cash.

CHARGES

All fees are nonrefundable

Cost for this service: \$ 37.75
Cost includes one certified copy of the original birth certificate and plain paper copies of all other documents in the sealed file.
\$10 credit card convenience charge (walk-ins excluded) \$
\$20 Expedite Service Fee (Processing-15 days from date received) \$
Please check one:
Regular mail (\$0.00 - no additional charge for regular mail)
Fed Ex - within continental U.S. (\$20.00) \$
Express Mail - within continental U.S. (\$18.30) \$
Total..... \$

**Credit Card Orders-\$10.00 convenience charge to be added. Card Type: Visa Mastercard Discover American Express Cardholder Name: Card Number: Exp. Date:

If you do not qualify for the original birth certificate where the date of the adoption was before July 1, 1951 or after June 30, 1967 and you would like this office to check our database to see if your birth parent(s) have submitted a Contact Preference Form and Medical History Statement, please check box All fees for this service will be retained by our office.