

Colorado Department of Public Health and Environment

Data Worksheet for New Birth Certificate

Please Note : If this is a stepparent adoption, the information concerning the biological parent(s) must be furnished

INFORMATION AS IT CURRENTLY APPEARS ON THE BIRTH CERTIFICATE

1. Child's Name: First _____ Middle _____ Last(s) _____		Suffix/Title _____	
1a. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	1b. Date of Birth: mm/dd/yyyy _____	1c. Place of Birth: City _____ County _____ State (if not Colorado give country) _____	
2. Mother's Name: First _____ Middle _____ Maiden Last Name (name prior to first marriage) _____			
3. Father's Name: First _____ Middle _____ Last(s) _____		Suffix/Title _____	

THIS INFORMATION IS NEEDED TO PREPARE THE NEW BIRTH CERTIFICATE

4. Child's New Name: First _____ Middle _____ Last(s) _____		Suffix/Title _____	
5. Mother's Name: First _____ Middle _____ Maiden Last Name (name prior to first marriage) _____			
5a. Mother's Date of Birth (mm/dd/yyyy) _____		5b. Mother's Place of Birth (state or country) _____	
6. Father's Name: First _____ Middle _____ Last(s) _____		Suffix/Title _____	
6a. Father's Date of Birth (mm/dd/yyyy) _____		6b. Father's Place of Birth (state or country) _____	
8. Parents Current Mailing Address: Address _____ City _____ State _____ Zip _____			
8a. Parents Daytime Telephone # Phone: () _____ Cell: () _____		8b. Parents Email Address: (Print Clearly) _____	

THIS SECTION MUST BE COMPLETED TO PREPARE THE NEW BIRTH CERTIFICATE

13. Is this a single-parent adoption?	Check only if yes	<input type="checkbox"/>
14. Is this a stepparent adoption?	Check only if yes	<input type="checkbox"/>
15. A new birth certificate will be prepared unless this box is checked		<input type="checkbox"/> No

SERVICES AND FEES: (Fees are non-refundable)

	QUANTITY	
Correction or Change of a Birth Certificate - (fee does not include birth certificate)	x	\$20.00 = \$ _____
1 st certified copy of the Birth Certificate - (see exchange policy)	x	\$17.75 = \$ _____
Additional copies of the same certificate ordered at the same time	x	\$10.00 = \$ _____
*Credit Card Convenience Charge (walk-ins excluded)	x	\$10.00 = \$ _____
Total _____		\$ _____

METHODS OF PAYMENT:
We accept Checks and/or Money Orders (payable to Vital Records), and Credit Cards. Not responsible for cash sent through the mail.

CREDIT CARDS ORDERS: (check box✓) Visa MasterCard Discover * \$10.00 convenience fee will apply

Credit Card Number: _____ Expiration Date: _____ Total Charges: _____

Return this form along with a Self-Addressed Stamped Envelope, a photocopy of your ID, the fees and a certified copy of (check box✓)

Adoption decree Findings of birth facts Marriage license Parentage determination Paternity determination
to:

CDPHE-Vital Records Section, Modification Unit, 4300 Cherry Creek Drive South, Denver, CO 80246
Adoption - 303-692-2227 Paternity - 303-692-2230 Email Address: vitalrecords@state.co.us

CONTACT INFORMATION AND RETURN MAILING ADDRESS

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 understood that there are penalties for obtaining a record under false pretenses

The information listed above is true to the best of my knowledge and belief and I (we) request that the birth certificate be changed accordingly.

Signature: _____ (Check box✓): Registrant Mother Father Co-Parent Legal Representative (must show proof)
Date _____

Address _____

City/State/Zip _____

Phone _____

Effective 11-01-2003, State Law requires all requests must be returned with a copy of the requestor's identification before we can process your request. Please return your request with a copy of your driver's license, state ID, passport or other acceptable identification. See list below

Please Note that proof of relationship is required: (e.g. marriage certificate, birth certificates, court orders, etc...)

'PRIMARY' LIST

(No expired documents accepted)

- Alien Registration Receipt/Permanent Resident Card
- Certificate of U.S. Citizenship
- Colorado Department of Corrections ID card
- CO Temporary Driver's License Form (with hole-punched Driver's License)
- Employment Authorization Card (I-766)
- Foreign Passport
- Photo Driver's License
- Photo ID Card (DMV)
- 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
- U.S. Passport

OR

'SECONDARY LIST'

(Any document expired more than one year may not be accepted)

- Acknowledgment of Paternity document
- 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)
- Hospital birth worksheet (for infants under 6 months)
- Hunting or Fishing License (must be current-Colorado only)
- IRS-TIN card
- Marriage license (U.S. only)
- Medicare Card
- Merchant mariner card
- Mexican voter registration card
- Motor vehicle registration or title (U.S. only)
- Pilot license
- Selective Service Card (U.S. only)
- Social Security Card
- Social Services Card (Medicaid, WIC)
- State or federal prison or corrections card
- Tribal ID Card
- Weapon or gun permit (U.S. only)
- Work ID, Paycheck Stub (within 3 months), or W-2
- Any Expired document from the "Primary" List (cannot be expired more than 6 months)

**WE ARE SORRY,
HOWEVER, WE CANNOT ACCEPT:**

- Matricula Consular Card
- Novelty ID Card
- Non-expiring Identification Cards
- City or County Prison/Jail ID
- Souvenir birth certificates
- Temporary Driver's license
- Temporary State ID

EXCHANGE POLICY: Effective 7/1/2011 previously issued certified copies of the Birth Certificate may be exchanged at anytime for \$10.00 each. You must return the Birth Certificate(s) to utilize this service.