Mail completed application to:

Colorado Department of Public Health and Environment
Vital Records Section HSVR-VR-A1
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

ID _____ Cash _____
ISS _____ CK _____
CC _____
Other _____

SF# _____-_____

Application to Open Sealed Adoption File
to release original birth certificate*

Adoptee Current Information

Print name (adoptee) First	Middle		Last	
Mailing Address	City	State	Zip	Daytime Phone ( )
Physical Address	City	State	Zip	Alt Phone Number ( )

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)

PLEASE RETURN YOUR REQUEST WITH A PHOTOCOPY OF YOUR DRIVER'S LICENSE, STATE ID OR PASSPORT.
(To review the full list of primary and secondary identification, please visit www.cdphe.state.co.us/certs)

By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses.	Relationship to Adoptee	Today's date

Registrant Information

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

Full Name after Adoption	First		Middle	Last
Date of Birth	Month	Day	Year — — — —	
Place of Birth	City		County	State **Colorado ONLY**
Full Name of Adoptive Father	First		Middle	Last
Full Name of Adoptive Mother	First		Middle	Maiden Last Name (name prior to first marriage)

Ways to Order - Valid ID required with all requests

Processing time is 30 days from receipt on all requests.

Apply in person. Office hours are from 8:30 a.m. to 4:45 p.m., Monday–Friday. **Order certificate online**** at www.cdphe.state.co.us/certs

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.

**$9.00 convenience charge to be added.

*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.

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. http://www.cdphe.state.co.us/certs/HB1287FINAL.pdf

Charges - fee is not refundable

Cost for this service:
Cost includes one certified copy of the original birth certificate and plain paper copies of all other documents in the sealed file. **$ 37.75**

$9 credit card convenience charge (walk-ins excluded) $_____

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. ($17.50) $_____

Total ..... $_____

Credit Card Orders**

Card Type: ❑ Visa ❑ Mastercard ❑ Discover ❑ American Express

Cardholder Name:_____

Card Number: |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Exp. Date: _____/_____

**$9.00 convenience charge to be added.