



COLORADO BIRTH CERTIFICATE REQUEST

Colorado has birth records for the entire state since 1910. Birth certificates are also available from the county office(s); for all county locations visit <http://www.colorado.gov/cdphe>

Ways to Order: <ul style="list-style-type: none"> ▪ In Person: Same day service. Hours are Monday-Friday 8:00 a.m. - 4:00 p.m. Historic Courthouse, 522 Lincoln Ave. Ste 21, Steamboat Springs CO ▪ Mail Orders: Send check or money order payable to Routt County Clerk & Recorder to the address listed on the right. 	Routt County Clerk & Recorder 522 Lincoln Ave Ste 21 Steamboat Springs CO 80487 www.co.routt.co.us Phone: (970) 870-5556 Fax: (970) 870-5443
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REQUIREMENTS	<input type="checkbox"/> This request must be completed in full. Please type or print clearly. <input type="checkbox"/> Enclose a copy of a current driver's license, passport or State identification (see reverse side). <input type="checkbox"/> Enclose appropriate fees <input type="checkbox"/> Person requesting to receive a birth certificate must sign below. <input type="checkbox"/> Proof of Relationship is required (Parents and Registrant excluded) <input type="checkbox"/> Enclose a copy of the death certificate if the person is deceased.
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Requestor Information (Please Print)

Name of Person Making Request	First Name	Middle	Last	Email:	
Mailing Address	Street	Apt #	City	State Zip	Daytime Phone ()
Physical Address	Street	Apt#	City	State Zip	Alt Phone Number ()
Relationship to Registrant* (person named on certificate)	<input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Step-parent <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Stepchild <input type="checkbox"/> Legal guardian <input type="checkbox"/> Legal representative <input type="checkbox"/> Other _____				
*see reverse side					
Reason for Request: <input type="checkbox"/> Newborn <input type="checkbox"/> Travel/Passport <input type="checkbox"/> Records <input type="checkbox"/> School <input type="checkbox"/> Insurance <input type="checkbox"/> Other: _____					

Registrant Information (Please Print)

Person listed on the birth certificate. **If adopted, provide adoptive information and see special service on the bottom of the reverse side.**

Full Name on Birth Certificate	First	Middle	Last
Date of Birth	Month	Day	Year
Place of Birth	City		Country State Colorado ONLY
Full Name of Mother or Parent A	First	Middle	LAST NAME PRIOR TO FIRST MARRIAGE
Full Name of Father or Parent B	First	Middle	LAST NAME PRIOR TO FIRST MARRIAGE

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 \$1,000.00, 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.	Today's Date

Charges: (FEES NON-REFUNDABLE)

\$20.00 for one (or search when no record found) \$13.00 for each additional certificate of the same record ordered at the same time \$1.00 fee to mail certificate..... \$4.00 fee to mail 20 or more certificates	Payment Method: Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/> **Credit cards can only be used for in-person requests. There is a fee charge for processing a credit card.
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Proof of Relationship

If your name is not listed on the birth certificate, proof of relationship is required before the birth certificate will be issued (e.g. marriage certificate, birth certificate, court orders). Certified birth certificates may be issued to:

- The registrant (person named on the certificate)
 - Spouse
 - Parents
 - Siblings
 - Adult children
 - Grandparents
 - Great grandparents
 - Grandchild
 - Stepparents
 - Legal guardian
- Legal representatives of any of the above must present proof of client relationship

For a complete list visit: <http://www.colorado.gov/cdphe/vitalrecords>

Proof of Identity

	PRIMARY LIST	OR	SECONDARY LIST	WE CANNOT ACCEPT THE FOLLOWING:
	Submit one of the following. No expired documents accepted.		Submit two of the following ONLY if you do not have a document listed under the Primary List. Documents expired more than six months will not be accepted.	
▲ ACCEPTED ID DOCUMENTS ▼	<ul style="list-style-type: none"><input type="checkbox"/> Alien Registration Receipt/Permanent Resident Card<input type="checkbox"/> Certificate of U.S. Citizenship<input type="checkbox"/> Jail Temporary Inmate ID: Denver and Pueblo county<input type="checkbox"/> Colorado Department of Corrections ID card<input type="checkbox"/> CO Temporary Driver's license / State ID (must be current)<input type="checkbox"/> Department of Human Services Youth Corrections ID<input type="checkbox"/> Employment Authorization Card (I-766)<input type="checkbox"/> Foreign Passport<input type="checkbox"/> Government Work ID<input type="checkbox"/> Job Corps ID<input type="checkbox"/> Photo Driver's license / Photo ID Card (DMV U.S. only)<input type="checkbox"/> School, University or College ID Card (must be current)<input type="checkbox"/> Temporary Resident Card<input type="checkbox"/> U.S. B1/B2 Visa card with I-94<input type="checkbox"/> U.S. Certificate of Naturalization<input type="checkbox"/> U.S. Citizenship ID Card (I-197)<input type="checkbox"/> U.S. Military ID card<input type="checkbox"/> U.S. Passport<input type="checkbox"/> U.S. Merchant Mariner ID/Book		<ul style="list-style-type: none"><input type="checkbox"/> Acknowledgment of Paternity document(Coloradoonly)<input type="checkbox"/> Birth Certificate of Applicant (U.S.A only)<input type="checkbox"/> Court order of adoption or name change<input type="checkbox"/> Colorado craft or trade license<input type="checkbox"/> DD-214<input type="checkbox"/> Divorce Decree (U.S.A only)<input type="checkbox"/> Hospital birth worksheet (for infants under 6 months)<input type="checkbox"/> Hunting or Fishing License (must be current-Colorado only)<input type="checkbox"/> IRS-TIN card<input type="checkbox"/> Marriage license (U.S.A only)<input type="checkbox"/> Medicare Card<input type="checkbox"/> Foreign or International Driving License (with photo)<input type="checkbox"/> Mexican voter registration card<input type="checkbox"/> Motor vehicle registration or title (U.S.A only)<input type="checkbox"/> Pilot license<input type="checkbox"/> Selective Service Card (U.S.A only)<input type="checkbox"/> Social Security Card<input type="checkbox"/> State or federal prison or corrections card<input type="checkbox"/> Weapon or gun permit (U.S.A only)<input type="checkbox"/> Work ID, Paycheck Stub (within 3 months) or W-2 (Last tax year)<input type="checkbox"/> Any Expired document from the Primary List (cannot be expired more than 6 months)	<ul style="list-style-type: none"><input type="checkbox"/> Matricula Consular Card<input type="checkbox"/> Novelty ID Card<input type="checkbox"/> Non-expiring Identification Cards (unless issued in last 5 years)<input type="checkbox"/> Souvenir birth certificates<input type="checkbox"/> Out-of-State Temporary Driver's license or Temporary State ID<input type="checkbox"/> Medicaid card / WIC

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.