



**Birth & Death Certificate  
(Vital Records)**  
 Denver Public Health  
 120 West 5<sup>th</sup> Avenue  
 Denver, CO 80204  
 303-602-3660  
[www.denverpublichealth.org](http://www.denverpublichealth.org)

**Orders cannot be processed without a  
valid ID and a matching signature.  
Please return this application with  
required proof of tangible interest.**

## Application for Certified Copy of Death Certificate

### Requestor Information – please print.

Print name of person filing out request:				Reason for request: _____	
Mailing Address: _____ City _____ State _____ Zip _____				E-mail: _____	
Physical Address: _____ City _____ State _____ Zip _____				Daytime Phone: ( ) _____	
Your Relationship to Person named on certificate ( <b>Father, Mother, Sibling, self, etc. - Proof of tangible interest or relationship needed</b> ):					
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 <u>signing in PEN this box</u> , I have read and understood that there are penalties for obtaining a record under false pretenses.					Today's Date
X					

### Deceased Information

*Provide the person whose death certificate is being requested – please print.*

<b>Full Name of Deceased</b>	First		Middle		Last
	Month	Day	Year		
<b>Date of Death</b>	City		County (Not Country)	State	
<b>Place of Death</b>	<b>Colorado ONLY</b>				

<p><b><u>Ways to order:</u></b></p> <ol style="list-style-type: none"> <li>Apply in person for same day service. Our Office hours are from Monday–Friday 8:00 a.m. to 4:30 p.m.</li> <li>Order on-line <a href="http://www.vitalchek.com">www.vitalchek.com</a> click on birth/death certificates tab. ]</li> <li>Order death certificates by telephone 303-602-3660. Copy of valid Id is required and proof of tangible interest for all telephone orders. Please faxed to 303-602-3665.</li> <li>Mail in application with a <b>copy of your ID or Passport</b> and a check or money order made payable to <b>Denver Vital Records. DO NOT SEND CASH.</b></li> </ol> <p>Credit Card Information:          Credit Card # _____ - _____ - _____ - _____ Exp: _____          Credit Card Holder name: _____          Card Holder Signature: _____</p>	<p><b>Number of certified copies requesting:</b> _____</p> <p>Cost of first certificate \$20.00                      \$ _____</p> <p>Additional certificates \$13.00                      \$ _____ (of same records ordered at same time \$10.00 each)</p> <p>FedEx/UPS \$20.00 (optional)                      \$ _____</p> <p>Total Charges:    \$ _____</p> <p><b>Need additional information, please contact us Monday – Friday 8:00 am – 4:30 pm at 303-602-3660</b></p>
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**Primary ID List** (at least one) or see back of application or our website for additional ID options and document(s) needed to prove relationship

- Parents, Spouse and Informants will only require Primary ID IF listed on Death Certificate

**MUST PROVE TANGIBLE INTEREST IN ORDER TO OBTAIN A DEATH CERTIFICATE**

For Office Use Only:  
 \$20.00 (State) Special processing fee Yes \_\_\_\_\_ No \_\_\_\_\_

Number \_\_\_\_\_  
 Employee Initials \_\_\_\_\_

DEATH CERTIFICATES ISSUED TO (examples of tangible interest):		DOCUMENT(S) NEEDED TO PROVE RELATIONSHIP	
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 the death certificate	
Stepparent		Marriage certificate proving relationship to a parent listed on the death certificate	
Grandparent(s)/Great Grandparent(s)		Birth certificate(s) proving relationship required (cannot accept baptismal, hospital records)	
Siblings/half siblings		Birth certificate (official with seal) showing at least one same parent required	
Children/Grandchildren/Great Grandchildren		Birth Certificate(s) (official with seal) showing relationship is required	
PRIMARY ID LISTING		SECONDARY ID LISTING	
US State or Territory Photo Driver License or Photo ID Card	Issued by a US State or territory department of motor vehicles. Must contain a photograph. MUST be verifiable using online guide and/or issuing agency. Must contain either an issue or an expiration date. If the ID is non-expiring, it must have been issued within the last five years. The address on the license does not need to be the applicant's current address. Licenses/IDs indicating "Not for Federal Purposes" are acceptable	Work ID, Paycheck Stub, Pay Statement, or W-2	Work ID must contain the individual's first and last names, photo, and the company name. If there is any doubt that it is an ID for an employee, it is to be rejected. Work IDs issued without an issue or expiration date are acceptable. The paycheck stub or pay statement must have been issued within the last three months and must contain sufficient information to permit verification (e.g.: first and last name of individual, company name, address, contact information, etc). The W-2 must have been issued within the last tax year.
CO Temporary Driver's License/State ID	<b>MUST</b> be within the 30-day period; <b>MUST</b> be issued by <b>COLORADO DMV</b>	Marriage License/Certificate	Issued by a US State, territory, or county; must be legal, certified copy. Novelty or souvenir certificates not acceptable.
School, University or College ID Card	Photo type, issued by a US school system, university, college, technical or trade school. The issuing entity <b>MUST</b> be able and willing to verify the ID or it cannot be accepted. Non-US student IDs are not acceptable. <b>ID must be current for the academic school year plus the summer break.</b> Dale House IDs are accepted.	Birth Certificate of the Applicant	Issued by a US local, state, territorial or federal government. Birth certificates issued by a foreign government are not acceptable, but they may be used to support an appeal and/or as proof of relationship. Any certificate issued with a watermark is not acceptable.
Alien Registration Receipt or Permanent Resident Card	INS Form I-151 or I-551	Acknowledgment of Parentage Document	<b>COLORADO</b> document only issued by a hospital or the State Vital Records Office. Used to identify parents. <b>All information must match.</b>
Certificate of US Citizenship	INS Form N-560 or N-561	Craft or Trade License	Issued by CO Dept of Regulatory Affairs (DORA)
City/County of Denver Jail Inmate Temporary ID	Issued by the Denver County Sheriff Department. The card must match the record <b>EXACTLY</b> (with exception of middle and/or married names). Bracelet ID's are not acceptable as identification.)	Court Order for Adoption or Name Change	Issued by a municipal, state, territorial or federal court in the US. Must be record of applicant and certified by the court (need not be original seal, copies are acceptable).
County of Pueblo Jail Inmate Temporary ID	Issued by the Pueblo County Sheriff Department. The card must match the record <b>EXACTLY</b> (with the exception of middle and/or married names). <b>MUST</b> include photo. Must be valid per expiration date on card.	Colorado Hunting or Fishing License	Issued by Colorado Department of Parks and Wildlife; must be current.
CO Department of Corrections ID Card	Issued by the Colorado Department of Corrections. The card must match the record <b>EXACTLY</b> (with the exception of middle and/or married names).	Colorado Gaming License	Issued by the State of Colorado Department of Revenue; must be current
Colorado Department of Human Services Youth Corrections ID	Issued by the Colorado Department of Human Services for minors in the Youth Corrections system. The card must match the record <b>EXACTLY</b> (with the exception of middle and/or married names).	Divorce Decree	Issued by a municipal, state, territorial or federal court in the US. Must be certified by the court (need not be original seal, copies are acceptable).
Employment Authorization Card	INS Form I-766	DD-214	US Military separation document
Foreign Passport	May be verified with embassy or consulate or with INS. Foreign nationals in the United States should be in possession of a valid passport. In most circumstances a U.S. issued visa will be contained within the passport. If a visa is present, then it should be the primary mechanism for verifying their identity. <b>MUST</b> be verifiable using online guide.	Federal Prison or Corrections Card	City and County Detention Facility cards are <b>NOT</b> acceptable unless specifically authorized.
Government Work ID	Issued by US government - federal, state, or local.	Hospital Birth Worksheet	May only be used for six months from the date of event. May be used to obtain records of other children. System-generated worksheets are acceptable
Job Corps ID Card	Issued by US Department of Labor.	IRS-ITIN Card or Letter	Individual Taxpayer ID Number card or letter issued by IRS.
Temporary Resident Card	INS Form I-688, I-688A, or I-688B	Non-U.S. or International Driving License	Issued by a foreign country or state government. <b>MUST</b> contain a photograph and be valid per expiration date listed on card. <b>MUST</b> be verified using guide.
US B1/B2 Visa Card	<b>MUST</b> be accompanied by a currently valid I-94 card (electronically generated I-94 printouts from I-94.cbp.dhs.gov website are acceptable)	Colorado Hunting or Fishing License	Issued by Colorado Department of Parks and Wildlife; must be current.
US Certificate of Naturalization	INS Form N-550 or N-570, with intact photo	Medicare Card	Issued by US Social Security Administration
US Citizenship ID Card	INS Form I-197	Mexican Voter Registration Card	Issued by the Mexican federal government. Must be current. Expired cards are not acceptable.
US Merchant Mariner Card	Issued by US Coast Guard. Must include photo and be verified by the online guide.	Selective Service Card/Letter	Issued by U.S. Selective Service .
US Military ID Card	Active duty, dependent, retired, reserve and National Guard. Must copy front and back. <b>Military Retiree ID's that are non-expiring will be accepted.</b>	Social Security Card	Issued by US Social Security Administration. Valid Social Security Cards with phrase "For Social Security Purposes - Not for Identification" are acceptable. Laminated cards and cards with no signatures are acceptable.
US Passport Book or Card	Issued by US Department of State.	Pilot License	Issued by FAA.
		Selective Service Card/Letter	Issued by U.S. Selective Service.

