

**GARFIELD COUNTY CLERK & RECORDER**

109 8<sup>TH</sup> STREET SUITE 200  
 GLENWOOD SPRINGS, CO 81601  
 (970) 384-3700 X 4

[vitalrecord@garfieldcountyco.gov](mailto:vitalrecord@garfieldcountyco.gov)

Number of Copies Ordered: \_\_\_\_\_

Mail: \_\_\_\_\_

Pickup: \_\_\_\_\_ GWS. \_\_\_\_\_ RIFLE \_\_\_\_\_

**APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE**

Cost of Certificates Effective January 1<sup>st</sup>, 2026

**\$25.00 for the first certificate, (or search for files even if no record found fee applies).**

**\$20.00 for each additional**

**Make Check Payable to: Garfield County Clerk**

Colorado has birth records for the entire state since 1910. Birth Certificates are available from the county office(s). For a list of locations visit

[www.cdphe.state.co.us/certs/countyoffices.pdf](http://www.cdphe.state.co.us/certs/countyoffices.pdf)



✓ **Requirements: Please check all that apply...**

☐ **This request must be completed in full.**

☐ **Enclose a copy of a current driver's license which must be front and back, passport or State identification. (See reverse side for a complete list for primary and secondary ID's)**

☐ **Submit appropriate fees; check, cash or credit/debit card.**

☐ **Person requesting to receive a birth Certificate must sign below.**

☐ **Proof of Relationship is required. (Parents and Registrant excluded)**

☐ **Enclose a copy of the death Certificate if the person is deceased.**

**Requestor Information:**

<b>Print name of person Making request:</b>	First	Middle	Last
<b>Mailing Address:</b>	Street/Po Box	Apt. #	City State Zip Daytime Phone:
<b>Physical Address:</b>	Street	Apt. #	City State Zip Alt. Phone Number:
Check here if address Is the same <input type="checkbox"/>			
<b>Relationship to Registrant (person named on Certificate) See Reverse*</b>			
Self <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Stepparent <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 _____			
<b>Reason for Request:</b> Newborn <input type="checkbox"/> Travel/Passport <input type="checkbox"/> Records <input type="checkbox"/> School <input type="checkbox"/> Insurance <input type="checkbox"/> Other _____			

Information about person named on birth Certificate being requested – Please type or print

**Registrant Information:**

\*\*\*If adopted, provide adoptive information and see special service on other side\*\*\*

<b>Full Name at Birth:</b>	First	Middle	Last
<b>Date of Birth:</b>	Month / Day / Year	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Is this Person Deceased?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>IF YES, PLEASE PROVIDE A COPY OF DEATH CERTIFICATE</b>
<b>Place of Birth:</b>	City	County	State: <b>COLORADO</b>
<b>Full Name of Mother:</b>	First	Middle	Maiden Name ( <u>prior to first marriage</u> ) Date of Birth/ State or Country of Birth
<b>Full Name of Father:</b>	First	Middle	Last Date of Birth/State or Country of Birth
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.			<b>Today's date:</b>

**FOR OFFICE USE ONLY**

DATE PRINTED: \_\_\_\_\_ NUMBER OF COPIES: \_\_\_\_\_

PAYMENT: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ C.C.

CREDIT CARD: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_ CVV \_\_\_\_\_

CERTIFICATE NUMBER ISSUED: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_ REVISED 01/2026

\* Certified birth Certificates may be issued to:

Please note that proof of relationship is required if your name is not listed on the birth Certificate: (e.g. marriage certificate, birth certificate, court order)

The Registrant (person name on the Certificate)

Parent  
Spouse  
Stepparent  
Sibling  
Adult Child

Legal guardian

Legal representatives of any of the above (must present proof of client relationship)

to view a complete list please visit:

<http://www.colorado.gov/cdphe/vitalrecords>

The Office of the State Registrar of Vital Statistics requires the following documentation:

At least ONE of the following:  
(Expired documents will not be accepted)

PRIMARY LIST

- Alien Registration Receipt/Permanent Resident Card
- Certificate of U.S. Citizenship
- City or County of Denver Jail Inmate ID
- Colorado Department of Corrections ID card
- Colorado temporary Driver's License within 30 days
- Department of Human Services Youth Corrections ID
- Employment Authorization Card (I-766)
- Foreign Passport
- Government Work ID
- Job Corps ID
- Photo Driver's License/ DMV U.S. only
- Photo ID card from DMV U.S. only
- School, University or College ID card (must be current)
- Temporary Resident Card
- U.S. B1/B2 Visa card I-94
- U.S. Certificate of Naturalization
- U.S. Citizenship Card
- U.S. Military ID Card
- U.S. Passport

We apologize but we cannot accept the following:

- Matricula Consular Card
- Novelty ID card
- Non-expiring Identification Cards
- City or County Prison/Jail ID
- Souvenir birth certificates
- Social Services Card (Medicaid, WIC)
- Veterans Universal Access ID Cards
- Tribal ID Card
- Property Tax Receipt
- Undated Documents
- Out of State Temp Lic
- Foreign Birth Cert.

Or at least TWO of the following:  
(Any document expired more than six months will not be accepted)

SECONDARY LIST

- Acknowledgement of Paternity document (Colorado Only)
- Birth Certificate of Applicant (U.S. only)
- Court order of adoption or name change
- Craft or trade license (Colorado Only)
- DD-214 Military Document
- Divorce Decree
- Hospital Worksheet (ID for mothers within 6 months from child's date of birth)
- Hunting or Fishing License (must be current Colorado only)
- Colorado Gaming License
- IRS issued ITIN Card or Letter
- Marriage License (U.S. only)
- Medicare Card
- Merchant mariner card
- Mexican voter registration card
- Motor Vehicle registration or title (must be current and issued in the U.S. only)
- Pilot License
- Selective Services Card (U.S. only)
- Social Security Card
- State or Federal Prison or Corrections card
- Weapon or gun permit (U.S. only)
- Work ID, Paycheck stub (within 3 months), Or W-2 (last tax year)

If the Registrant 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. **Proof of relationship is required**, such as a birth certificate or marriage certificate.

OPTIONS AVAILABLE FOR ADOPTIONS

Only an adoptive parent or adopted person is eligible for this special service. **ONLY** Sign below if you wish the statement "ISSUED PURSUANT TO ADOPTION" to appear on the birth Certificate which indicates this person is adopted.



\_\_\_\_\_ Date: \_\_\_\_\_

I Am: Adoptee ☐ Adoptive Parent ☐

Number of copies to be issued with the statement "Issued pursuant to adoption" requested: \_\_\_\_\_