



# DENVER HEALTH™

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## Birth Certificate Completion FAQ

- 1) When does the questionnaire need to be completed for the newborn birth certificate?
  - Before the patient is discharged from the hospital required by Vital Records Office.
  
- 2) Can a patient submit the questionnaire for the newborn birth certificate after they have been discharged?
  - No, once the patient is discharged, the questionnaire cannot be submitted.
    - Patient will be required to make an appointment at the State Vital Records Office **4300 Cherry Creek Drive South Denver, Co 80246. P: (303) 692-2200** to complete the birth certificate.
    - There is a \$25.00 charge.
  
- 3) Is a copy of the birth certificate free?
  - No, the first copy will cost \$25.00 which will be paid to the Vital Records Office upon pickup.
    - Satellite Vital Records Office is located at 120 West 5<sup>th</sup> Avenue, Denver, CO 80204
    - Newborn birth certificate will be ready for pick-up approximately 2 weeks after the newborns date of birth.
    - Birth Certificates may be ordered Online for an additional fee at: [Birth, death and other vital records | Department of Public Health & Environment \(colorado.gov\)](https://www.colorado.gov/department-of-public-health-and-environment)
  
- 4) When is an Acknowledgment of Parentage (AOP) form required to add the second parent to the birth certificate?
  - If the patient is not married or common law married the AOP is required.
    - Both parents will be required to sign the AOP electronically to have the second parent added to the birth certificate.
    - If this process is not completed before the patient discharges **both parents** will be required to contact the State Vital Records Office at **4300 Cherry Creek Drive South Denver, Co 80246. P: (303) 692-2200** to make an appointment to add the second parent to the birth certificate.
    - There is an additional charge for this process.
  
- 5) When will I get my newborn Social Security Card?
  - You will receive your newborn Social Security Card at the address you provided within 8-10 weeks from the newborns date of birth.
    - For Social Security questions or if you do not receive your newborns Social Security card within 10 weeks, please call Social Security at 1-800-772-1213.



**DENVER HEALTH**  
**HEALTH INFORMATION MANAGEMENT™**



## Vital Records - Birth and Death Certificates

120 West 5<sup>th</sup> Avenue, Denver, CO 80204  
**Office hours are 8 a.m. - 4 p.m., Monday-Friday**  
[www.denvergov.org/birthdeathcertificates](http://www.denvergov.org/birthdeathcertificates)  
**Phone: 720-295-7964**

### Application for Certified Copy of **Birth Certificate**

*Orders cannot be processed without a valid ID and a matching signature*

#### Requestor Information – please type or print legibly

Name of person requesting the certificate	Purpose for certificate (e.g., travel, records, newborn, school)
Email address	Phone number
Physical and/or mailing address	
City	State      Zip Code

Your relationship to person named on certificate (e.g., father, mother, sibling, self, etc. - proof of relationship needed if not listed on certificate)

*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 in Pen this box, applicant must have a direct and tangible interest in the record requested. I have read and understood that there are penalties for obtaining a record under false pretenses. All requests require identification.*

X Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Registrant Information – please type or print legibly (Provide the person whose birth certificate is being requested below)

Full Name at Birth	First	Middle	Last	Suffix	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Date of Birth	Month	Day	Year	Is this person deceased? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date: ____/____/____ State where death occurred: _____ <i>*Please provide certified copy of death certificate</i>	
Place of Birth	City	County (Not Country)	State <b>Colorado ONLY</b>		
Full "MAIDEN" (name prior to first marriage) Name of MOTHER or Parent A	First	Middle	Maiden Last Name	Mother/Parent A <u>place of birth</u>	
				Mother/Parent A <u>date of birth</u>	
Full Name of FATHER or Parent B	First	Middle	Last Name	Suffix	Father/Parent B <u>place of birth</u>
					Father/Parent B <u>date of birth</u>

**If an error is identified, and you take the birth certificate, you fully understand a \$20.00 fee will be assessed after the correction is made.**

#### Ways to order:

- In person** for same day service, office hours are Monday – Friday 8 a.m. to 4 p.m.
- On-line:** [www.denvergov.org/birthdeathcertificates](http://www.denvergov.org/birthdeathcertificates)
- Mail** in application with a **copy of your ID or Passport** and a check or money order made payable to **Manager of Finance. DO NOT SEND CASH.**

Number of Copies requested	
Cost of 1 <sup>st</sup> Certificate	<b>\$25.00</b>
Additional certificate (of same record each)	<b>\$20.00</b>
FedEx (optional)	<b>\$25.00</b>
Total Charges (add all lines)	
<b>No Refunds (Exchanges case by case)</b>	

#### For Office Use Only:

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

## Identification Required for Certified Birth Certificate

### Please follow the instructions below when submitting your application.

- This request must be completed in full. Please type or print clearly
- Enclose a copy of a current driver's license, passport, or State identification (see reverse side)
- Enclose appropriate fees
- 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

### 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) | • Parents        | • Stepparents    |
| • Spouse   | • Siblings       | • Legal Guardian |
|  | • Adult Children |                  |

Legal representatives of any of the above must present proof of client relationship.

For a complete list visit: <https://cdphe.colorado.gov/vital-records-identification-and-eligibility-documentation-and-requirements>

### Proof of Identity

<b>PRIMARY LIST</b> Submit <b>one</b> of the following. No expired documents accepted.	<b>SECONDARY LIST</b> Submit <b>two</b> of the following <b>ONLY</b> if you don't have a document listed under the Primary List. We will not accept any documents expired more than six months.	<b>WE CANNOT ACCEPT THE FOLLOWING:</b>
<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">← ACCEPTED ID DOCUMENTS →</div> <ul style="list-style-type: none"> <li>• Alien Registration Receipt/Permanent Resident Card (must be current)</li> <li>• Certificate of U.S. Citizenship</li> <li>• Jail Temporary Inmate <b>ID CARD</b>: Denver or Pueblo County <b>only</b></li> <li>• Colorado Department of Corrections <b>ID CARD</b></li> <li>• Colorado Department of Human Services Youth Corrections ID</li> <li>• CO Temporary Driver's license/ State ID (must be current)</li> <li>• Employment Authorization Card (1-766)</li> <li>• Foreign Passport (must be current)</li> <li>• Government Work ID</li> <li>• Job Corps ID</li> <li>• Driver's license/ID Card (OMV -U.S. only)</li> <li>• School, University or College ID Card (must be current)</li> <li>• Temporary Resident Card (must be current)</li> <li>• U.S. B1/B2 Visa card with 1-94 (electronically generated 1-94 printouts from 1-94.cbp.gov website are acceptable)</li> <li>• U.S. Certificate of Naturalization</li> <li>• U.S. Citizenship ID Card (1-197)</li> <li>• U.S. Military ID card (front and back)</li> <li>• U.S. Passport or Card (must be current)</li> <li>• U.S. Merchant Mariner ID/ Book</li> </ul> </div>	<ul style="list-style-type: none"> <li>• Acknowledgment of Paternity document (Colorado only)</li> <li>• Birth Certificate of Applicant (U.S. only)</li> <li>• Court order of adoption or name change</li> <li>• Craft or Trade License (Colorado Only)</li> <li>• DD-214</li> <li>• Divorce Decree (U.S. only)</li> <li>• Colorado Gaming license</li> <li>• Hospital birth worksheet (within 6 months of birth)</li> <li>• Colorado Hunting or Fishing license (must be current)</li> <li>• Foreign or International Driving License/ID Card (issued by foreign country's state or province)</li> <li>• Marriage license/Certificate (U.S. only)</li> <li>• Medicaid Card (Colorado Only)</li> <li>• Medicare Card</li> <li>• Mexican voter registration card</li> <li>• Motor vehicle registration or title (must be current - U.S. only)</li> <li>• Pilot license</li> <li>• State, Territorial or Federal Prison or Corrections ID Card</li> <li>• Selective Service Card/Letter (U.S. only)</li> <li>• Social Security Card</li> <li>• Weapon or Gun Permit (U.S. only)</li> <li>• Work ID, Paycheck Stub (within 3 months) or W-2 (Last tax year)</li> <li>• Any expired document from the Primary List (cannot be expired more than 6 months)</li> </ul>	<ul style="list-style-type: none"> <li>• Matricula Consular Card</li> <li>• Novelty ID Card</li> <li>• IRS-ITIN Card or Letter</li> <li>• Non-expiring Identification Cards (unless issued in last 5 years)</li> <li>• Souvenir/Hospital birth certificates</li> <li>• Out-of-State Temporary Driver's license or Temporary State ID card</li> </ul>

**If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, sibling, or adult child, who can provide appropriate identification, to request the certificate.**