



# Weld County Department of Public Health and Environment

## Application for Certified Copy of Birth Certificate



**Public Health**  
Prevent. Promote. Protect.

**Vital Records**

1555 North 17<sup>th</sup> Avenue, Greeley, CO 80631 Phone: 970.304.6410  
4209 CR 24 1/2 , Longmont, CO 80504 Phone: 720.652.4240  
Fax: 970.304.6412 [www.weldhealth.org](http://www.weldhealth.org)

Greeley Office Hours: M-F 8 a.m. – 5 p.m.  
Longmont Office Hours: M-F 8-12 p.m & 1-4:45 p.m.  
Both offices are closed on Saturdays, Sundays, & major holidays

**REGISTRANT INFORMATION – information about whose birth certificate is being requested. If the person was legally adopted, list the adoption name and adopting parent information. Please print.**

<b>Full name of person on record:</b>	First	Middle	Last	Suffix
<b>Date of birth:</b>	Month	Day	Year	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Place of birth:</b>	City	County	State <b>COLORADO (ONLY)</b>	
<b>Mother's full maiden name:</b>	First	Middle	Maiden Last Name	
<b>Father's name:</b>	First	Middle	Last	Suffix

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.

**REQUESTOR INFORMATION – please print.**

<b>Why do you need the certificate?</b>	<input type="checkbox"/> Newborn <input type="checkbox"/> Insurance <input type="checkbox"/> Travel/Passport <input type="checkbox"/> Records <input type="checkbox"/> School <input type="checkbox"/> State Driver's License/ID <input type="checkbox"/> Job <input type="checkbox"/> Other (please specify): _____		
<b>What is your relationship to the person listed on the record?</b>	<input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Step-parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Sibling <input type="checkbox"/> Child <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Legal Representative <input type="checkbox"/> Other (please specify): _____		
<b>Your name:</b>	First	Last	
<b>Your mailing address:</b>	City, State, Zip		Phone#
By signing below, I have read and understand that there are penalties for obtaining a record under false pretenses.			Today's Date



**Number of certified copies requested:** \_\_\_\_\_ **Fee: \$17.75 for the first copy. \$10.00 for each additional copy of the same record in the same transaction**

Ways to order:  
 Apply in person for same day service. Office hours are listed above.  
 Order by Mail with check, money order or credit card number. **Please do NOT send cash. Make checks payable to W.C.D.P.H.E.**  
 Order by Fax with credit card information. Fax number is (970)304-6412  
 Processing time for a mailed or faxed order is 3-5 business days on a first come, first served basis.

**For mailed or faxed orders ONLY:**

- Deliver to you by (please check one):
- Regular Mail: no extra charge, no tracking
  - Priority Mail: \$5.75 through United States Post Office with tracking
  - FedEx overnight delivery: charges vary by location

**ALL MAILED OR FAXED APPLICATIONS MUST BE SENT WITH A LEGIBLE COPY OF THE REQUESTOR'S CURRENT STATE DRIVER'S LICENSE, ID, OR PASSPORT. APPLICATIONS WITHOUT ANY IDENTIFICATION WILL BE REJECTED.**

Credit card type:  Visa  MasterCard  Discover      Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Card billing zip code: \_\_\_\_\_      CVC Code: \_\_\_\_\_

Card number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cardholder name: \_\_\_\_\_      Cardholder signature: \_\_\_\_\_

**For office use only**

<b>Issue date:</b>	<b>Comments:</b>
<b>Issued by:</b>	
<b>Certificate number(s):</b>	
<b>Receipt number:</b>	
<b>DL/ID Info:</b>	
<b>Other ID:</b>	

# APPROVED IDENTIFICATION DOCUMENTS LIST

## PRIMARY ID LIST

### ONE ITEM FROM THE LIST BELOW

**DOCUMENTS EXPIRED LESS THAN SIX MONTHS  
BECOME SECONDARY ID**

Alien Registration Receipt or Permanent Resident Card  
Certificate of US Citizenship  
City of Denver/Denver County Jail  
Temporary Inmate Card  
CO Dept. of Corrections ID Card  
CO Dept. of Human Services Youth Corrections ID  
CO Temporary Driver's License/State ID (Within 30 days)  
Employment Authorization Card (1-766)  
Foreign Passport  
Government Work ID  
Job Corps ID Card  
Photo Driver's License  
Photo ID Card (DMV)  
School, University, or College ID Card (Must be current)  
Temporary Resident Card  
US B1/B2 Visa Card with valid I-94 Card  
US Certificate of Naturalization  
US Citizenship ID Card (1-97)  
US Military ID Card  
US Passport Book or Card

## SECONDARY ID LIST

### TWO ITEMS FROM THE LIST BELOW

**ANY DOCUMENT EXPIRED MORE  
THAN SIX MONTHS WILL NOT BE ACCEPTED**

Acknowledgement of Paternity Document(Colorado Only)  
Birth Certificate of Applicant (U.S. only)  
Court Order for  
Adoption or Name Change  
Craft or Trade License (Colorado only)  
DD-214  
Divorce Decree (U.S. Only)  
Colorado Gaming License (must be current)  
Hospital Birth Worksheet (Within 6 months of birth)  
CO Hunting or Fishing License (must be current)  
IRS-ITIN Card or Letter  
Marriage License/Certificate (U.S. only)  
Medicare Card  
Merchant Mariner Card  
Mexican Voter Registration Card (must be current)  
Motor Vehicle Registration(Must be current-US only)  
Pilot License  
State, Territorial or Federal Prison or Corrections Card  
Selective Service Card/Letter (U.S. only)  
Social Security Card  
Weapon or Gun Permit  
Work ID, Paycheck Stub (Within 3 months), Pay Statement,  
or W-2 (last tax year)

## WE ARE SORRY BUT, WE CANNOT ACCEPT

Birth Certificates Issued by Foreign Governments  
CO Temporary Driver's License Renewal Forms  
Medicaid Cards  
Property Tax Receipts  
Souvenir Birth Certificates  
(Hospital issued with footprints)  
Tribal ID Card  
Veterans Universal Access ID Cards

City and County Detention Center ID Card  
Matricula Consular (Consular ID) Card  
Novelty ID Cards  
Social Services WIC Card/Check  
Temporary Driver's License or  
Temporary State ID Cards  
Undated Documents

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide identification, to request the certificate. For questions on the above list, call the Weld County Vital Records office at 970-304-6410.