



# Weld County Department of Public Health and Environment

## Application for Certified Copy of Death Certificate



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

**Vital Records**  
1555 North 17<sup>th</sup> Avenue, Greeley, CO 80631  
Phone: 970.304.6410 Fax: 970.304.6412 [www.weldhealth.org](http://www.weldhealth.org)  
Office Hours: M-F 8 a.m. – 5 p.m. Closed Saturdays, Sundays, & major holidays

Fee: \$20.00 for the first copy for any type  
\$13.00 for each additional copy of the same record in the same transaction regardless of type

**DECEDENT INFORMATION – information about whose death certificate is being requested. Please print.**

<b>Full name of decedent:</b>	First	Middle	Last	Suffix
<b>Date of death:</b>	Month	Day	Year	<b>Place of Death:</b>
				City
				County
				State CO (only)

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>Reason for request:</b>	<input type="checkbox"/> Insurance <input type="checkbox"/> Social Security <input type="checkbox"/> Property <input type="checkbox"/> Genealogy <input type="checkbox"/> Other (please specify): _____			
<b>Relationship to decedent:</b>	<input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Grandparent <input type="checkbox"/> Sibling <input type="checkbox"/> Child <input type="checkbox"/> Legal Representative <input type="checkbox"/> Funeral Director <input type="checkbox"/> Other (please specify): _____			
<b>Requestor name:</b>	First	Last		
<b>Mailing address:</b>	Street		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

**Charges:**

Cost of death certificate: \$20.00 for the FIRST Copy..... 1 x \$20.00 = 20.00

**Check one type of certificate (may only check one type):**

- Standard death certificate (entire record – legal and medical information)
- Legal death certificate (all legal and no medical information)
- Verification of death (limited legal and no medical information)

**Cost of additional certificates: \$13.00 for each additional copy**

**Check the type and write number requested (may check more than one type):**

- Standard death certificate (entire record)..... X \$13.00 = \_\_\_\_\_
- Legal death certificate (all legal and no medical information)..... X \$13.00 = \_\_\_\_\_
- Verification of death (limited legal and no medical information)..... X \$13.00 = \_\_\_\_\_

**Total number of certificates:** \_\_\_\_\_ **Total charges: \$20.00 + \$ \_\_\_\_\_ = \$ \_\_\_\_\_**

**Make checks payable to W.C.D.P.H.E.**

**Ways to order:**

Apply in person for same day service. Office hours are 8:00 am to 5:00 pm Monday-Friday.  
 Order by Mail with check, money order or credit card number. **Please do NOT send cash.**  
 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.

**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 IDENTIFICATION WILL BE REJECTED.**

**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

**Credit card type:**  Visa  MasterCard  Discover  
**Expiration Date:** \_\_\_\_/\_\_\_\_ **CVC Code:** \_\_\_\_\_ **Zip 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>	

## Death certificates may issued to:

## 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 death certificate.
Stepparent	Marriage certificate proving relationship to a parent that is listed on death certificate.
Grandparents/Great grandparents	Birth certificate(s) proving relationship required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Siblings/Half siblings	Birth certificate showing at least one same parent required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Children/Grandchildren/Great grandchildren	Birth certificate(s) showing relationship is required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Step-Children	Marriage certificate & birth certificate proving relationship required.
Legal representative/Paralegals	Proof of client relationship required as well as proof of the client's relationship to the registrant.
Opposing counsel	Certificate will be mailed to court w/ motion to seal "confidential record." Name, address and case number of the court required.
Genealogists	Notarized signed release from immediate family member required as well as proof of the family member's relationship. Certificate marked "For Genealogical Use Only."
In-laws/aunts/uncles/nephews/nieces/ cousins	For death certificate 25 years or younger- Must present proof of direct & tangible interest (i.e. insurance policy, personal will, etc.).  For death certificates over 25 years- Must present proof of relationship (a family tree would be acceptable for this case) Death certificate marked "For Genealogical Use Only."
Probate Researchers	Proof of direct & tangible interest required.
Creditors	Proof of direct & tangible interest required.
Employer	Proof of direct & tangible interest required.
Beneficiaries	Proof of direct & tangible interest required (i.e. letter on insurance company/ pension company letterhead that clearly states the applicant is a beneficiary or is eligible to file a claim).
Insurance companies	Proof of direct & tangible interest required (Insurance policy).
Hospital/Nursing home/Hospice/Physician	Proof of patient relationship required.
Funeral Directors	Must be listed on death certificate.
Informant	Must be listed on death certificate.
Others who may demonstrate a direct and tangible interest when information is needed for determination or protection of a personal or property right	Proof of direct & tangible interest required.

**NOTE: Death certificates in Colorado become public record after 75 years, therefore, no proof of relationship or legal interest is required for these certificates.**