



Weld County Department of Public Health and Environment
Application for Certified Copy of Birth Certificate



Public Health
 Prevent. Promote. Protect.

Greeley Location
 1555 North 17th Avenue, Greeley, CO 80631
 Phone: 970-304-6410 Fax: 970-304-6412
 Hours: Monday – Friday 8:00am – 5:00pm

Longmont Location
 4209 CR 24 ½ Longmont, CO 80504
 Phone: 720-652-4240 Fax: 970-304-6412
 Hours: Monday – Friday 8:00am – 12:00pm & 1:00pm – 4:45pm

www.weldhealth.org

Both offices are closed on Saturdays, Sundays, & major holidays

REQUIREMENTS

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.

Ways to Order:

Apply in Person: Same day service. Office hours are listed above.
Mail Orders: Send check, money order or list credit card number below.
 Please do NOT send cash. Make checks payable to W.C.D.P.H.E.
Order by Fax: With credit card information.

REQUESTOR INFORMATION (Please Print)

Name of Person Making Request:	First	Middle	Last
Mailing Address:	Street	City	State Zip Code
Relationship to person named on certificate:	Please Specify: _____		Phone: _____
Reason for Request:	Newborn Insurance Travel/Passport Records School State Drivers License/Id Job Other (Please Specify)		

REGISTRANT INFORMATION (Please Print)

Person listed on birth certificate. **If ADOPTED, provide adoptive information.

Full Name at Birth	First	Middle	Last	Suffix
Date of Birth	Month	Day	Year	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
Place of Birth	City	County	State	Colorado ONLY LAST NAME PRIOR TO FIRST MARRIAGE
Full Name of Mother or Parent A	First	Middle	Last	Suffix
Full Name of Father or Parent B	First	Middle	Last	Suffix
<small>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).</small>				
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: \$20.00 for the first copy.
 \$13.00 for each additional copy of the same record on the same transaction.

FOR MAILED OR FAXED IN ORDERS:

Deliver to you by:

- Regular Mail: no extra charge, no tracking
- Priority Mail: \$7.35 though post office with tracking
- FedEx Overnight: charges vary by location.

Credit Card:

Credit card type: Visa MasterCard Discover
 Card number: _____ - _____ - _____ - _____
 Expiration Date: ____/____ Billing zip code: _____
 Cardholder name: _____
 Cardholder signature: _____

FOR OFFICE USE ONLY

Issue Date:	Issue By:	Comments:
Certificate Number(s):		
Receipt Number:		
ID INFO:		

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.