



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



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

**Greeley Location**  
 1555 North 17<sup>th</sup> 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](http://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 death certificate must sign below.  
 Proof of Relationship is required

**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)**

<b>Name of Person Making Request:</b>	First	Middle	Last
<b>Mailing Address:</b>	Street	City	State Zip Code
<b>Relationship to person named on certificate:</b>	Please Specify: _____		Phone: _____
<b>Reason for Request:</b>	Insurance	Social Security	Property Genealogy Other _____

**DECEASED INFORMATION (Please Print)**

Person listed on death certificate.

<b>Full Name of Deceased</b>	First	Middle	Last
<b>Date of Death</b>	Month	Day	Year
<b>Place of Death</b>	City	County	State: <b>Colorado ONLY</b>

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.	Today's Date
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**Cost of death certificate: \$20.00 for the FIRST Copy and \$13.00 for each additional copy**

**First Copy \$ 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)

**Additional copies \$13.00 check type of certificate and quantity (may check more than one type):**

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

**Total number of certificates:** \_\_\_\_\_ **Total:** + = \_\_\_\_\_

**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**

<u>Issue Date:</u>	<u>Issue By:</u>	<u>Comments:</u>
<u>Certificate Number(s):</u>		
<u>Receipt Number:</u>		
<u>ID INFO:</u>		

# 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.