



Teller County Public Health & Environment

Vital Records

P. O. Box 928 – Mailing Address
11115 W. Hwy 24, Unit 2C – Physical Address
Divide, CO 80814
719-687-6416 • Fax: 719-687-6501
Web: www.tellercounty.gov

For County Office Use Only

Documents

- ☐ ID
☐ Relationship

Payment Method

- ☐ Cash
☐ Check _____
☐ CC _____

SFN# _____

Total # issued _____

Complete _____

Application for Certified Copy of Birth Certificate

Appointments are required. Office hours for Vital Records are 8:00am - 4:30pm Tuesday - Friday, excluding holidays.

- Requirements:**
- This application must be complete.
 - Enclose a copy of current driver's license, passport or State identification. A complete list of primary and secondary ID's are listed on our website. <https://co-tellercounty.civicplus.com/DocumentCenter/View/1451/Vital-Statistics-ID-and-Eligibility-Requirements-PDF>
 - Enclose appropriate fees.
 - The person requesting the certificate(s) must sign below.
 - Proof of relationship or legal interest is required (see reverse side).

Registrant's Information - please type or print – If adopted, use adopted name

Full Name at Birth	First	Middle	Last
Date of Birth *	Month	Day	Year
Place of Birth	City	County	State
Maiden Name of Mother	First	Middle	Maiden Last Name
Name of Father	First	Middle	Last

* If the date of birth is unknown, an additional fee of \$1.00 per year to search should be submitted. Date range can be listed on reverse side.

++ Please provide certified copy of death certificate.

Name of Person Making Request	First	Middle	Last
Physical Address	City	State	Zip
Mailing Address (if different than physical)	City	State	Zip
E-mail Address	Daytime Phone Number		
Relationship to Registrant	<input type="checkbox"/> Self <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Child <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Legal Representative <input type="checkbox"/> Other _____		
Reason for Request	<input type="checkbox"/> Newborn <input type="checkbox"/> Travel/Passport <input type="checkbox"/> Records <input type="checkbox"/> School <input type="checkbox"/> Insurance <input type="checkbox"/> Other _____		
Pursuant to Colorado Revised Statutes, 1982, 25-2-118 and 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 acknowledge that I have read and understand that there are penalties for obtaining a record under false pretenses.			
			Today's Date

For County Office Use Only – Issued by _____
DCN(s) Issued

Ordering Information on Reverse Side

rev 10.02.2024

Ordering Options

- Mail in application with check or credit card information. Make check payable to Teller County Public Health & Environment. Certificate(s) mailed 3 to 5 days after receipt of all required documentation.
- Appointments are required for office pick up. Office hours for Vital Records are 8:00am - 4:30pm Tuesday - Friday, excluding holidays

Fees (non-refundable)

Search Fee if date of birth is not known - \$1.00 per year searched.

x \$ 1.00 =

Birth certificate - \$25.00 for first certificate (or search when no record is found) and \$20.00 for each additional certificate for the same registrant ordered at the same time.

Certificate Styles	One Certificate \$25.00	Additional Copies \$20.00 each
Standard certificate - full record	<input type="checkbox"/>	# x \$20.00 =

Shipping Method

Please check your shipping method (if applicable)

- ☐ Walk In/Pick Up No Charge ☐ Regular Certified Mail \$20.00 ☐ Priority Mail 3 day (call for current rate) ☐ Priority Express 2 day (call for current rate)

TOTAL CHARGES \$

If using credit card, a 2.7% portal fee will be added.

Payment Options

- ☐ Cash (in office only) ☐ Check or Money Order ☐ Credit Card – only complete section below if mailing application

Cardholder Name: _____

Card Type: ☐ Visa ☐ Master Card ☐ Discover ☐ American Express

Card Number: _____

Expiration Date: _____ (##/#### format) Card Security Code: _____ (### on back of card)

Certified copies of birth certificates may be issued to:

Requestor	Recommended Documents to Prove Relationship
The registrant (person name on certificate)	Valid identification
Current Spouse	Marriage/Civil Union certificate is required or notarized affidavit of common law marriage, joint income tax returns, or insurance policies. (In the case of common-law marriage, the document must clearly state: husband and wife)
Ex-spouse	Must present proof of direct and tangible interest – insurance policy, Social Security record
Parent/Co-Parent	Must be listed on birth certificate
Stepparent	Marriage/Civil Union certificate proving relationship to a parent listed on birth certificate
Legal Guardian	Original, certified court order proving custody is required
Grandparent/Great Grandparent/Grandchildren +	Cert custody court order, will, insurance benefit, bank statement, deeds, etc
Sibling/Half Sibling	Birth certificate(s) proving relationship to one parent listed on birth certificate
Children	Birth certificate(s) proving relationship to registrant
Legal Representative/Paralegal	Proof of client relationship and proof of clients relationship to registrant
Consular Corps/Consulate Offices	Proof of client relationship and proof of clients relationship to registrant
Adoption agencies	Certified court orders proving custody is required. (May also accept notarized "Special Power of Attorney" document signed by mother and father if listed)
Genealogists	Notarized signed release from immediate family member and proof of that family members relationship to the registrant
In-laws/Aunts/Uncles/Nephews/Nieces/Cousins	Only eligible for birth records of deceased relatives that are over 50 years old and must present a copy of the registrant's death certificate
Recruiters	Birth certificate can only be issued with a signed release from inductee or they can have a DD371 (birth verification) completed
Governmental agencies (SSA, Human Services, etc.)	No additional document needed - fee may apply; Must present credentials showing they are associated with the governmental agency