

Colorado Death Certificate Request

San Juan Basin Public Health

281 Sawyer Drive Durango, CO 81303 970.247.5702 EXT. 1

502 S. 8th St. Pagosa Springs, CO 81147 970.264.2409

2500 COPIES REQUESTED		STAFF ONLY		
1 st certificate	*\$20.00	Application Accepted by	Initials	Date
Additional certificates	\$13.00	Certificate Printed by	Initials	Date
TOTAL	\$ NON-REFUNDABLE	Certificate Released by	Initials	Date
Payment Type	Cash Credit Check	DCN Number(s)		

Please check the type of death certificate you would like to purchase

- Standard Death Certificate (entire record)
 Legal Death Certificate (all legal and no medical information)
 Verification of Death (limited legal information and no medical information)

DECEASED INFORMATION: Information about person whose death certificate is being requested- Please type or print.

Full Name of deceased	First	Middle	Last
Date of Death	Month Day Year	<input type="radio"/> Check here if you are requesting a certificate of stillbirth	
Place of Death	City	County	State COLORADO ONLY

REQUESTOR INFORMATION: Information about person requesting a death certificate. Please type or print.

Print name of person making request	First	Middle	Last
Mailing Address	Apt #	City	State Zip
Phone Number	Email Address		
Relationship to Registrant (person named on certificate) <small>*see reverse side</small>	<input type="radio"/> Parent <input type="radio"/> Spouse <input type="radio"/> Grandparent <input type="radio"/> Sibling <input type="radio"/> Child <input type="radio"/> Funeral Director <input type="radio"/> Legal Representative <input type="radio"/> Other: _____		
Reason for Request:	<input type="radio"/> Insurance <input type="radio"/> Social Security <input type="radio"/> Property <input type="radio"/> Genealogy <input type="radio"/> Other: _____		

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 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. Sign Here:	Today's date
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Circle One: Please note we cannot fax Death Certificates under any circumstances Pick Up Mail Staff only: Date Mailed:

***If a search is conducted and the record is not located in the Colorado office of Vital Records, the search fee is \$20.00 non-refundable. All incorrectly submitted applications will be destroyed after 6 months.**

VITAL STATISTICS INFORMATION AND HOURS

Applications are accepted Monday through Friday from 8:00 am to 4:00 pm
 Death certificates will be available at 10:00 am two business days after application submitted.
 Mailed in applications will be processed 2 weeks upon receipt of required documents

Death certificates may be 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 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).
Children/Grandchildren/Great grandchildren	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).
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 with 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 direct & tangible interest 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 person or property right.	Proof of direct & tangible interest required.

All requests for death certificated must be accompanied by a copy of the requestor's identification before processing.**At least one of the following:**

- *Alien Registration/Permanent Resident Card
- *Certificate of US Citizenship
- *CO Department of Corrections ID Card
- *City of Denver/Denver County Jail Temp. ID
- *Temporary State ID (only CO)(with old ID)
- *Dept of Human Service Youth Correction ID
- *Employment Authorization Card
- *Foreign Passport
- *Government Work ID
- *Job Corps ID
- *Photo ID Card
- *School, University or College ID Card
- *Temporary Resident Card
- *US Certificate of Naturalization
- *US Citizen Identification Card
- *US Military Identification Card
- *US Retired Military ID Card (Blue ID)
- *US Passport
- *US B1/B2 Visa Card

Or at least two of the following:

- *Acknowledgement of Paternity Document
- *Birth Certificate of Applicant
- *Court order for adoption or name change
- *Craft or Trade license
- *DD-214 (us Milt. Separation document)
- *Divorce Decree
- *Hospital Birth Worksheet
- *Hunting or Fishing License (current)
- *IRS-TIN Card
- *Marriage License
- *Medicare Card
- *Mexican Voter Registration card
- *Motor Vehicle Registration/Title
- *Pilot License
- *State, territorial, or federal prison/correction card
- *Selective Service Card
- *Social Security Card
- *Weapon or Gun Permit
- *Work ID, Paycheck Stub or W-2
- *Any expired document from the "Primary" list (cannot be expired more than 6 months)

Not acceptable in any circumstance:

- *Matricula Consular Cards
- *Birth certificates from foreign governments
- *City & County detention center ID cards
- *Novelty ID Cards
- *Souvenir birth certificates
- *Veterans Universal Access ID cards
- *Undated documents
- *US Voter Registration Cards
- *ID cards for Katrina evacuees issued by FEMA and others
- *Medicaid Cards
- *WIC Checks