

INSTRUCTIONS FOR ACCESS TO ADOPTION RECORDS

These standard instructions are for informational purposes only and do not constitute legal advice about your case. If you choose to represent yourself, you are bound by the same rules and procedures as an attorney.

Adoption records are **CONFIDENTIAL** from the general public. An “**adoption record**” includes the following:

- ◆ The adoptee’s original birth certificate and amended birth certificate;
- ◆ The final decree of adoption;
- ◆ Information that does not disclose the name, address, place of employment, or any other material information that would lead to the identification of the birth parents (non-identifying information);
- ◆ The final order of relinquishment; and
- ◆ The order of termination of parental rights.

Upon request, information in an adoption record shall be made available **ONLY** to the following individuals:

1. An adult adoptee;
2. An adoptive parent of a minor adoptee;
3. A custodial grandparent of a minor adoptee; or
4. The legal representative of any individual mentioned in numbers 1 – 3.

AND

5. A spouse or partner in a civil union of an adult adoptee with notarized written consent from the adult adoptee or proof that the adult adoptee is deceased;
6. An adult descendant of an adoptee (child, grandchild, great-grandchild, etc.) with notarized written consent from the adult adoptee or proof that the adult adoptee is deceased;
7. An adult sibling or half-sibling of an adult adoptee with notarized written consent from the adult adoptee or proof that the adult adoptee is deceased;
8. An adoptive parent or grandparent of an adult adoptee with notarized written consent from the adult adoptee or proof that the adult adoptee is deceased; or
9. The legal representative of any individual mentioned in numbers 5-8 with notarized written consent from the adult adoptee or proof that the adult adoptee is deceased.

NOTE: If one family has adopted two or more siblings, access to adoption records concerning an adoptee **SHALL NOT** be permitted until all of the siblings adopted by the family have reached 18 years of age.

- ◆ If you are not one of the individuals listed above, the court **MAY** still allow you to have access to the adoption records **ONLY** if you can demonstrate to the court that there is good cause (a good reason) to allow you to have access to the records. The court will make this decision based on the information you provide (see §19-1-309, C.R.S.).
- ◆ You should file your request to access adoption records (see Form [JDF 532](#)) in the county where the adoption occurred in the existing adoption case.
- ◆ Adoptees of Native American Ancestry may seek access to records under the provision of the Indian Child Welfare Act (See sections 1917 and 1951): http://www.nicwa.org/Indian_Child_Welfare_Act/

ACCESS BY A BIRTH PARENT TO THE ORIGINAL BIRTH CERTIFICATE OR TO A DEATH CERTIFICATE

- ◆ If you are the birth parent and you relinquished (gave up) your child for adoption, you may apply to the State Registrar at the Colorado Department of Public Health and Environment (CDPHE) – Vital Records Division for a non-certified copy of the child’s original birth certificate **IF**:
 - Your name is on the original birth certificate **OR** you signed the original birth certificate; **AND**
 - The child was born in Colorado **OR** the adoption was finalized in Colorado

NOTE: You may not receive a copy of the child's original birth certificate if your parental rights were terminated as a result of a dependency and neglect case.

- ◆ If you are one of the individuals listed in 1-9 above or a birth parent, you may ask the State Registrar to search for a death certificate to determine whether an adoptee or birth parent is deceased. If the State Registrar finds a death certificate, they shall provide you with a copy. There may be a fee for this service.
- ◆ To access the forms to apply to the State Registrar for a copy of the birth certificate or to request a death certificate, [click here](#) or enter the following web address into your computer browser: <http://www.colorado.gov/cs/Satellite/CDPHE-CHEIS/CBON/1251594690999>. Contact information for the State Registrar is:

Colorado Department of Public Health and Environment
Vital Records Section
4300 Cherry Creek Drive South
Denver, CO 80246
Phone: 303-692-2200 E-mail: vital.records@state.co.us

ADDITIONAL INFORMATION

- ◆ For additional information, please review §19-5-305, C.R.S.
- ◆ If you have a disability and need a reasonable accommodation to access the courts, please contact your local ADA Coordinator. Contact information can be obtained from the following website: http://www.courts.state.co.us/Administration/HR/ADA/Coordinator_List.cfm

COMMON TERMS

<input checked="" type="checkbox"/> Requestor:	The person filing a Request to Access the Adoption Record.
<input checked="" type="checkbox"/> Adoptee:	A person, who as a minor, was adopted pursuant to a final decree of adoption.
<input checked="" type="checkbox"/> Adoptive Parent(s):	An adult who has become a parent of a minor through the legal process of adoption.
<input checked="" type="checkbox"/> Confidential Intermediary:	A trained person who is authorized to inspect confidential relinquishment and adoption records at the request of an adult adoptee, adoptive parent, biological parent or biological sibling.
<input checked="" type="checkbox"/> May:	In legal terms, "may" is defined as "optional" or "can."
<input checked="" type="checkbox"/> Shall:	In legal terms, "shall" is defined as "required."

If you do not understand this information, please contact an attorney.

FEES

There is no filing fee. Other fees that a party to the case may encounter are as follows:

<input type="checkbox"/> Research Fees	Pursuant to Chief Justice Directive 06-01
<input type="checkbox"/> Copy of Documents	Pursuant to Chief Justice Directive 06-01
<input type="checkbox"/> Certification Fee	\$20.00 per document
<input type="checkbox"/> Record Retrieval Fee	Pursuant to Chief Justice Directive 06-01
<input type="checkbox"/> Fee to return documents by certified mail, Restricted delivery	Varies depending on number of documents sent

FORMS

To access a form online go to www.courts.state.co.us and click on the "Self-Help/Forms tab." The request form is available in PDF or WORD by selecting **All Court Forms and Instructions - Adoption – Access to Adoption**

Records. You may complete a form online or print it and type or print legibly in black ink. Read these instructions carefully to determine what forms you may need.

- ☐ [JDF 532](#) Request for Access to Adoption Records
- ☐ [JDF 533](#) Order for Good Cause re: Access to Adoption Records

STEPS TO FILING YOUR CASE:

Step 1: Complete Forms.

- ☐ **Request for Access to Adoption Records (JDF 532):**
 - ☐ Complete all applicable sections on this form.
 - ☐ If you are making your request by mail, you must sign JDF 532 in front of a Notary Public. If you are making your request in person, you do not need to sign in front of a Notary Public.
- ☐ **Order for Good Cause re: Access to Adoption Records (JDF 533):**

Note: This form is **only** required if you filled out paragraph #4 of JDF 532 (Request for Access to Adoption Records).

 - ☐ Only submit the Order form if you are requesting access to an adoption file for good cause pursuant to section 19-1-309, C.R.S.
 - ☐ The Court upon their review of the Request will complete the Order as appropriate.

Step 2: File the Request Form in the County Where the Adoption was Finalized.

- ☐ File the Request form.
- ☐ File the Order form **ONLY** if you filled out paragraph #4 of JDF 532 (Request for Access to Adoption Records).
- ☐ Check with the Court regarding the cost to locate, retrieve, copy, and mail your adoption records.

Step 3: Provide the court with proof of identification and documents establishing how you are related to the adoptee.

The court must take steps to ensure that it is providing direct access to the adoption records **ONLY** to persons who are authorized by law to see them. When you request access to an adoption record, the court will ask you for identification. The court will also ask you for documents that establish how you are related to the adoptee. Ask the court for more details or [click here](#) for a list of acceptable forms of identification and documents to establish how you are related to the adoptee. If you are making your request by mail, please send copies of these documents to the court for review (do not send originals). The court will destroy the copies after the information has been reviewed. If you send an original document, you will be responsible for the cost incurred in returning the originals by certified mail restricted delivery to ensure that these documents are delivered only to you.

Step 4: Response to Your Request

- ☐ **Direct Access to Adoption Records:** After you file your Request form (JDF 532) and provide identification and establish relationship as described in Step 3 above, the clerk will verify that you are a person who is permitted direct access to the adoption records. Once the clerk verifies that you can access the records, he/she will locate the adoption records. Once the adoption records are located and available, you will have the option to come to the court to inspect and/or copy the records or to have the records mailed to you by certified mail restricted delivery to ensure that the records are delivered only to you. Please let the court know your preference. Requests submitted by mail will be answered by certified mail restricted delivery unless you indicate otherwise. In addition to other applicable costs and fees, you will be responsible for the cost of having the documents delivered by certified mail restricted delivery. Contact the court for instructions on how to submit payment. If you prefer to inspect the records in person, check with the court to determine when you can expect to receive notification that the records are ready for inspection.
- ☐ **Good Cause Determinations:** If you are not an eligible party for direct access to the adoption records under the statute and you have asked the court to allow you to see the records based on "good cause" (by filing JDF 532 and JDF 533), the judge will need to decide whether to allow you access to the adoption records based on the information you provide. The court may set a hearing before a decision is made. You will need to be prepared to attend this hearing.



Vital Records - Adoption
4300 Cherry Creek Drive South | Denver, CO 80246
(303) 692-2226 | www.colorado.gov/cdphe/adoption

Application to Access an Original Birth Certificate Prior to Adoption

Original birth certificates prior to adoption are accessible to eligible parties through Vital Records.

All adoption records are held in county courts and certain state agency files and are directly accessible to eligible parties.

ALL REQUESTS MUST INCLUDE A VALID ID, PROCESSING FEE AND PROOF OF RELATIONSHIP. See reverse side for additional information.

The following eligible parties have direct access:

☒ check box that applies:

I am the...

- | | |
|---|--|
| <input type="checkbox"/> Adult adoptee | <input type="checkbox"/> Legal representative of any such individual |
| <input type="checkbox"/> Adoptive parent of a minor adoptee | <input type="checkbox"/> Sibling/half sibling |
| <input type="checkbox"/> Custodial grandparent of a minor adoptee | <input type="checkbox"/> Birth parent |

The following eligible parties **MUST** obtain notarized written consent of adult adoptee: ☒ check box that applies:

I am the...

- | | |
|--|---|
| <input type="checkbox"/> Spouse of an adult adoptee | <input type="checkbox"/> Adult descendant of an adult adoptee |
| <input type="checkbox"/> Adoptive parent of an adult adoptee | <input type="checkbox"/> Grandparent of an adult adoptee |
| <input type="checkbox"/> Legal representative of any such individual | |

****CONSENT TO RELEASE****

-ATTACH A PHOTOCOPY OF ADULT ADOPTEE'S IDENTIFICATION

Signature of adult adoptee

Subscribed and sworn to before me this

_____ day of _____ 20_____

Notary Public

My commission expires _____

In the county of _____

State of _____

SIGNATURE →

☐ Adoptee is deceased. All individuals above have access to the original birth certificate and must submit:
1) proof of relationship; and 2) a certified copy of the death certificate.

REQUESTOR INFORMATION:

Print name of person making request:	First	Middle	Last	Email		
Mailing address:	Street address	Apt#	City	State	Zip	Daytime phone ()

INFORMATION BELOW REQUIRED.

PROVIDE ADOPTIVE INFORMATION: BIRTH PARENT/SIBLING PROVIDE BIRTH INFORMATION

Full name:	First	Middle	Last
Date of birth:	Month	Day	Year
Full name of father:	First	Middle	Last
Full name of mother prior to first marriage:	First	Middle	Maiden last name (prior to first marriage)

Pursuant to Colorado Revised Statutes, 1982, 25-2-118 and as defined by the 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

SIGNATURE →

PROCESSING TIME:

60 business days from the date received on ALL requests below.
Incomplete applications will be returned to requestor.

WAYS TO ORDER:

A VALID ID IS REQUIRED WITH ALL REQUESTS.

① Apply in person: Office hours are from 8:00-5:00, MONDAY-FRIDAY.

② Mail in your application along with a check, money order, or credit card information.

Make check or money order payable to: Vital Records.

☒ **CHARGES: ALL FEES ARE NONREFUNDABLE**

\$37.75

- | | |
|--|----------------|
| <input type="checkbox"/> \$10.00 Additional copies | \$_____ |
| <input type="checkbox"/> \$17.75 Amended copies | \$_____ |
| (siblings/half siblings only) | |
| <input type="checkbox"/> \$0.00 Regular mail (U.S. Postal Service) | \$ <u>0.00</u> |
| <input type="checkbox"/> \$19.00 Expedited shipping (USA only): | \$_____ |
| <input type="checkbox"/> FedEx (check, money order, cash orders ONLY) | |
| <input type="checkbox"/> UPS (credit card orders ONLY) | |
| <input type="checkbox"/> Express Mail USPS | |
| TOTAL | \$_____ |

*Credit card orders:

\$10.00 convenience charge will be added to the total amount. American Express will be charged the convenience charge on all orders.

Card Type: ☐ VISA ☐ MasterCard ☐ Discover ☐ American Express

Cardholder name: _____

Card Number: []

Expiration Date: ____ / ____

PROOF OF RELATIONSHIP

Please note that if proof of relationship is required the documents you provide must establish your relationship: (e.g. marriage certificates, birth certificates, court orders). Identification may be used to establish proof of relationship for adoptee, birth parent or adoptive parent only.

ACCEPTABLE FORMS OF IDENTIFICATION

At least 1 of the following:
(No expired documents accepted)

‘Primary’ List

- ☐ Alien registration receipt/permanent
- ☐ Resident card
- ☐ Certificate of U.S. citizenship
- ☐ City of denver county jail inmate ID
- ☐ Colorado department of corrections ID card
- ☐ Co temporary driver’s license
(with hole-punched driver’s license)
- ☐ Department of human services youth corrections ID
- ☐ Employment authorization card (I-766)
- ☐ Foreign passport
- ☐ Government work ID
- ☐ Job Corps ID
- ☐ Photo driver’s license
- ☐ Photo ID card (DMV)
- ☐ School, university or college ID card
(must be current)
- ☐ Temporary resident card
- ☐ U.S. B1/b2 visa card with I-94
- ☐ U.S. Certificate of naturalization
- ☐ U.S. Citizenship id card (I-197)
- ☐ U.S. Military ID card
- ☐ U.S. Passport

Or at least 2 of the following:
(Any document expired more than six months will not be accepted)

‘Secondary’ List:

- ☐ Acknowledgment of paternity document (Colorado only)
- ☐ Birth certificate of applicant (U.S. only)
- ☐ Court order of adoption or name change
- ☐ Craft or trade license (Colorado only)
- ☐ DD-214
- ☐ Divorce decree (U.S. only)
- ☐ Hospital birth worksheet
(ID for mothers- within 6 months of event)
- ☐ Hunting or fishing license (must be current-Colorado only)
- ☐ IRS-TIN card
- ☐ Marriage license (U.S. only)
- ☐ Medicare card
- ☐ Merchant mariner card
- ☐ Mexican voter registration card
- ☐ Motor vehicle registration or title (must be current—U.S. only)
- ☐ Pilot license
- ☐ Selective service card (U.S. only)
- ☐ Social security card
- ☐ Social services card (WIC)
- ☐ State or federal prison or corrections card
- ☐ Tribal ID card
- ☐ Weapon or gun permit (U.S. only)
- ☐ Work ID, paycheck stub (within 3 months), or W-2 (last tax year)
- ☐ Any expired document from the “primary” list
(cannot be expired more than 6 months)

We are sorry, but we cannot accept:

- ☐ Matricula consular card
- ☐ Novelty ID card
- ☐ Non-expiring identification cards
- ☐ City or county prison/jail ID
- ☐ Souvenir birth certificates
- ☐ Temporary driver’s licenses or temporary state ID card
- ☐ Medicaid card

<input type="checkbox"/> District Court <input type="checkbox"/> Juvenile Court _____ County, Colorado Court Address: _____ In the Matter of the Adoption of: _____ Birth Name of Adoptee (If known) _____ Current Legal Name of Adoptee	 <div style="text-align: center; border-top: 1px solid black; border-bottom: 1px solid black;"> ▲ COURT USE ONLY ▲ </div>
Attorney or Party Without Attorney (Name and Address): _____ Phone Number: _____ E-mail: _____ FAX Number: _____ Atty. Reg. #: _____	Case Number: _____ Division _____ Courtroom _____
REQUEST FOR ACCESS TO ADOPTION RECORDS	

I, _____, (name) request access to all adoption records as defined by section 19-1-103(6.5)(a.5), C.R.S., in the court's possession, that may include:

- the adoptee's original and amended birth certificate,
- the Final Decree of Adoption,
- the Final Order of Relinquishment,
- the Order of Termination of Parental Rights,
- non-identifying information about the birth parents and adoptee, and
- identifying information about the birth parents and adoptee.

1. Information about the person making the request (Requestor):

Name: _____ Date of Birth: _____

Relationship to Adoptee: _____

Street Address: _____

Mailing Address, if different: _____

City: _____ State: _____ Zip Code: _____ Daytime Phone #: _____

Email Address: _____ Evening Phone #: _____

2. Information regarding the Adoption:

Name of Adoptive Parent(s): _____

Date of Adoption (on or about): _____ County of Adoption: _____

Adoptee's Date of Birth: _____

3. I am eligible to have access to the adoption records in this case because I am:

- a. ☐ The adult adoptee OR ☐ His/her legal representative
- b. ☐ An adoptive parent of the minor adoptee OR ☐ His/her legal representative
- c. ☐ A custodial grandparent of the minor adoptee OR ☐ His/her legal representative
- d. ☐ The spouse or partner in a civil union of the adult adoptee OR ☐ His/her legal representative

AND ☐ I have notarized written consent from the adult adoptee or proof that the adult adoptee is deceased

- e. ☐ An adult descendant of the adoptee OR ☐ His/her legal representative

AND ☐ I have notarized written consent from the adult adoptee or proof that the adult adoptee is deceased

- f. ☐ An adult sibling or half-sibling of the adult adoptee OR ☐ His/her legal representative

AND ☐ I have notarized written consent from the adult adoptee or proof that the adult adoptee is deceased

- g. ☐ An adoptive parent or grandparent of an adult adoptee OR ☐ His/her legal representative

AND ☐ I have notarized written consent from the adult adoptee or proof that the adult adoptee is deceased

NOTE: You will be **required** to provide proof of your identity and establish your relationship to the adoptee to receive adoption records pursuant to sections 19-5-305(2)(b)(I) and(IV), C.R.S. Ask the court for more details or [click here](#) for a list of acceptable forms of identification and documents to establish how you are related to the adoptee. If you are submitting your request by mail, please send copies of these documents to the court for review (do not send originals). The court will destroy the copies after the information has been reviewed. If you send originals, you will be responsible for the cost of returning the originals to you by certified mail restricted delivery to ensure that the documents are delivered only to you.

4. ☐ I am not one of the individuals listed above in number 3 or do not have the required proof, however, good cause exists to allow me to have access to the adoption records pursuant to section 19-1-309, C.R.S. (explain below). **Note:** If you checked this box, file the Order ([JDF 533](#)) with the Court.

5. ☐ The provisions of the Indian Child Welfare Act apply to the adoptee as follows:

6. When the court locates the adoption records that I am requesting, I request:

☐ That the court mail the records to me by certified mail restricted delivery (you will be responsible for the cost of mailing); **OR**

☐ That the court notify me when the records are available, and I will come to the court in person to inspect and/or copy the records (you will be responsible for any copying costs).

Signature of Requestor Date

NOTE: If you are submitting your request by mail, you must sign this form in front of a Notary Public. If you are submitting your request in person, you do not need to sign this form in front of a Notary Public.

The foregoing Request for Access to Adoption Records was acknowledged before me in the County of _____, State of _____, this ____ day of _____, 20____, by the Petitioner.

My Commission Expires: _____

Notary Public

FOR CLERK USE ONLY BELOW THIS LINE (check the boxes below)

The requesting party has presented:

☐ Identification provided: _____

AND

☐ Documentation establishing his/her relationship to the adoptee provided:

If the request was received by mail:

☐ Copies of the documents described above received from the requestor proving identify and establishing his/her relationship to the adoptee were reviewed and destroyed on _____ (date). If originals of the documents described above were received from Requestor, the originals were returned to the Requestor by certified mail restricted delivery on _____ (date).

☐ The certified mail receipt was received by the court on _____ (date).

Tracking number: _____. **NOTE:** After the receipt is received and the tracking number is noted on the form, destroy the receipt.

Clerk Signature Date

<input type="checkbox"/> District Court <input type="checkbox"/> Juvenile Court _____ County, Colorado Court Address: _____ In the Matter of the Adoption of: _____ Birth Name of Adoptee (If known) _____ Current Legal Name of Adoptee	 <div style="text-align: center;">▲ COURT USE ONLY ▲</div> Case Number: _____ Division: _____ Courtroom: _____
ORDER FOR GOOD CAUSE RE: ACCESS TO ADOPTION RECORDS	

The Court, having considered the Request for Access to Adoption Records of the Requestor:

☐ is satisfied that good cause exists and therefore the Request for Access to Adoption Records is granted.

☐ is not satisfied that good cause exists and therefore the Request for Access to Adoption Records is denied for the following reasons:

☐ The Court orders that the Requestor shall have access to the adoption records. This Order along with photo identification can be presented to the Court on or after _____ (date) for access to the adoption records.

☐ The Court orders that the Requestor shall not have access to the adoption records.

Date: _____

☐ Judge ☐ Magistrate

CERTIFICATE OF SERVICE

I certify that on _____ (date), I delivered a copy of this Order to the following:

☐ Requestor and/or ☐ Requestor's Attorney: ☐ Hand-Delivered, ☐ E-filed, or ☐ Mailed to:

☐ Other _____: ☐ Hand-Delivered, ☐ E-filed, or ☐ Mailed to:

Clerk Signature: _____