

COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT
Data Worksheet for New Birth Certificate
(Adoptions and Paternities only)

WEBSITE
www.colorado.gov/cdphe

Please Note : If this is a stepparent adoption, the information concerning the biological parent(s) must be furnished

1. INFORMATION AS IT CURRENTLY APPEARS ON THE BIRTH CERTIFICATE					
REGISTRANT'S NAME ▶	First	Middle	Last(s)	Suffix/Title	
GENDER (Sex) ▶	<input type="checkbox"/> Male <input type="checkbox"/> Female	DATE OF BIRTH ▶	(mm/dd/yyyy)	PLACE OF BIRTH ▶	City/County/State (if not Colorado give country)
MOTHER'S NAME ▶	First	Middle	Maiden Last Name (name prior to first marriage)		
FATHER'S NAME ▶	First	Middle	Last(s)	Suffix/Title	<input type="checkbox"/> <input checked="" type="checkbox"/> Check this box to remove this father from the birth certificate

2. INFORMATION NEEDED TO PREPARE THE NEW BIRTH CERTIFICATE					
REGISTRANT'S NEW NAME ▶	First	Middle	Last(s)	Suffix/Title	
MOTHER'S INFORMATION ▶	First Name	Middle Name	Maiden Last Name (name prior to first marriage)		
DATE OF BIRTH ▶	(mm/dd/yyyy)	PLACE OF BIRTH ▶	(state or country)	Please check parents role if other than mother ▶	<input type="checkbox"/> Father <input type="checkbox"/> Coparent
FATHER'S INFORMATION ▶	First Name	Middle Name	Last Name(s)	Suffix/Title	
DATE OF BIRTH ▶	(mm/dd/yyyy)	PLACE OF BIRTH ▶	(state or country)	Please check parents role if other than father ▶	<input type="checkbox"/> Mother <input type="checkbox"/> Coparent

3. ADOPTIONS (documentation below needed along with this form)		<i>Please note: Court order must be certified and will not be returned</i>
Adoption Decree Or Findings of Birth Facts Along with Adoption Decree (Foreign born only)	Type of Adoption (Check only one ✓) ▶	<input type="checkbox"/> Single-parent adoption <input type="checkbox"/> Stepparent adoption <input type="checkbox"/> Second parent adoption

4. PATERNITIES (add/remove father) (documentation below needed along with this form)		<i>Please note: Court order must be certified and will not be returned</i>
Acknowledgement of Paternity signed by natural parents (Registrant 18 or over) Or Paternity Determination (Court ordered, but not Report of Paternity Determination)	(Registrant is under 18, you can only change last name to that of the father, must be signed by both parents) (Registrant is over 18, cannot change last name without a court ordered legal change of name order)	

5. SERVICES AND FEES (FEES ARE NON-REFUNDABLE)			
	Quantity	Fees	Total
Processing fee - (fee does not include birth certificate)		20.00	= \$
1 st certified copy of the birth certificate - (if applicable, see exchange policy)	x	17.75	= \$
*Additional copies of the same certificate ordered at the same time or exchanges	x	10.00	= \$
Heirloom certificate <i>To see image visit our website</i>	x	35.00	\$
Expedite fee - (processed within 15 days upon receipt of your request)		20.00	= \$
**Credit card convenience charge (Walk-ins and Expedited orders excluded)		10.00	= \$
PROCESSING TIME ▶ Allow 30 days upon receipt of your request (if applicable, see Expedite fee)	Total Number of Birth Certificates: _____	Grand Total:	\$ _____

6. METHOD OF PAYMENT
We accept Checks (no temporary) and/or Money Orders (payable to Vital Records), and Credit Cards. Not responsible for cash sent through the mail

7. CREDIT CARD ORDERS				
(check box ✓) <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <i>**\$10.00 convenience fee will apply</i>				
Cardholder name	Cardholder Signature	Credit Card Number	Expiration Date	Total Charges (\$)

8. REQUESTOR INFORMATION AND RETURN MAILING ADDRESS	
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 understood that there are penalties for obtaining a record under false pretenses	
The information listed above is true to the best of my knowledge and belief and I (we) request that the birth certificate be changed accordingly.	
Your Relationship to the Registrant (Check all that apply ✓) <input type="checkbox"/> Self <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Co-Parent <input type="checkbox"/> Legal Representative (must show proof)	
SIGNATURE ▶	Date _____
SIGNATURE ▶	Date _____
CURRENT MAILING ADDRESS ▶	Address _____ City _____ State _____ Zip _____
DAYTIME TELEPHONE # ▶	EMAIL ADDRESS (Print Clearly) ▶

9. CONTACT AND RETURN MAILING INFORMATION
RETURN THIS FORM TO US ALONG WITH A PHOTOCOPY OF YOUR ***ID, FEES AND DOCUMENTATION TO: <u>Vital Records Section, Modification Unit, 4300 Cherry Creek Drive South, Denver, CO 80246</u>
ADOPTIONS ▶ 303-692-2227 Email: samuel.vasquezjr@state.co.us PATERNITIES ▶ 303-692-2230 Email: ann.clark@state.co.us

ELIGIBLE PARTIES

REGISTRANT'S AGE ▶

- Over 18 ▶**
- Under 18 ▶**

Application must be made by the registrant or his/her legal representative (must show proof)
 Application may be made by one or both parents, a legal guardian, or a legal representative (must show proof)

LINKS AND CONTACT INFORMATION FOR AGENCIES REGARDING [ADOPTIONS](#) AND [PATERNITIES](#) AND [FORMS](#)

[COLORADO DISTRICT COURTS](#)

www.courts.state.co.us

RESOURCES

[1st Judicial District](#)

Gilpin 303-582-5522
 Jefferson 303-271-6145

[2nd Judicial District](#)

Denver 720-865-8301

[3rd Judicial District](#)

Huerfano 719-738-1040
 Las Animas 719-846-3316

[4th Judicial District](#)

El Paso 719-448-7700
 Teller 719-689-2574

[5th Judicial District](#)

Clear Creek 303-679-4220
 Eagle 970-328-6373
 Lake 719-486-0535
 Summit 970-453-2272

[6th Judicial District](#)

Archuleta 970-264-5932
 La Plata 970-247-2304
 San Juan 970-387-5790

[7th Judicial District](#)

Delta 970-874-6280
 Gunnison 970-641-3500
 Hinsdale 970-944-2227
 Montrose 970-252-4300
 Ouray 970-325-4405
 San Miguel 970-728-3891

[8th Judicial District](#)

Jackson 970-723-4363
 Larimer 970-498-6100

[9th Judicial District](#)

Garfield 970-945-5075
 Pitkin 970-925-7635
 Rio Blanco 970-878-5622

[10th Judicial District](#)

Pueblo 719-583-7000

[11th Judicial District](#)

Chaffee 719-539-2561
 Custer 719-7832274
 Fremont 719-269-0100
 Park 719-836-2940

[12th Judicial District](#)

Alamosa 719-589-4996
 Conejos 719-376-5465
 Costilla 719-672-3681
 Mineral 719-658-2575
 Rio Grande 719-657-3394
 Saguache 719-655-2522

[13th Judicial District](#)

Kit Carson 719-346-5524
 Logan 970-522-6565
 Morgan 970-542-3435
 Phillips 970-854-3279
 Sedgwick 970-474-3627
 Washington 970-345-2756
 Yuma 970-332-4118

[14th Judicial District](#)

Grand 970-725-3357
 Moffat 970-824-8254
 Routt 970-879-5020

[15th Judicial District](#)

Baca 719-523-4555
 Cheyenne 719-767-5649
 Kiowa 719-438-5558
 Prowers 719-336-7424

[16th Judicial District](#)

Bent 719-456-1353
 Crowley 719-267-4468
 Otero 719-384-4951

[17th Judicial District](#)

Adams 303-659-1161
 Broomfield 720-887-2100

[18th Judicial District](#)

Arapahoe 303-649-6355
 Douglas 720-437-6200
 Elbert 303-621-2131
 Lincoln 719-743-2455

[19th Judicial District](#)

Weld 970-351-7300

[20th Judicial District](#)

Boulder 303-441-3750
 Boulder-Longmont 720-564-2522

[21st Judicial District](#)

Mesa 970-257-3640

[22nd Judicial District](#)

Dolores 970-677-2258
 Montezuma 970-565-1111

COLORADO CHILD SUPPORT ENFORCEMENT AGENCY [Click Here](#)

WEBSITE: www.childsupport.state.co.us

Colorado Department of Human Services, Division of Child Support Enforcement, 1575 Sherman St., Denver, CO 80203

PATERNITY HOTLINE: 303-830-3572

This is a child support enforcement line dedicated for questions regarding paternity determination for children 18 and under only.

*****RETURN YOUR REQUEST WITH A COPY OF YOUR DRIVER'S LICENSE, STATE ID, PASSPORT OR OTHER ACCEPTABLE IDENTIFICATION (see below)**

ID DOCUMENTS

PRIMARY LIST
 Submit one document
 (No expired documents accepted)

- Alien Registration Receipt/Permanent Resident Card
- Certificate of U.S. Citizenship
- Colorado Department of Corrections ID card
- CO Temporary Driver's License Form (with hole-punched Driver's License)
- Employment Authorization Card (I-766)
- Foreign Passport
- 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

SECONDARY LIST
 Submit two documents
 (Any document expired more than six months may not be accepted)

- Acknowledgment of Paternity document
- Birth Certificate of Applicant (U.S. only)
- Court order of adoption or name change
- Craft or trade license (Colorado only)
- Divorce Decree (U.S. only)
- Hospital birth worksheet (for infants under 6 months)
- 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
- Military Record DD-214
- Motor vehicle registration or title (U.S. only)
- Pilot license
- Selective Service Card (U.S. only)
- Social Security Card
- Social Services Card (Medicaid, 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
- Any Expired document from the **Primary List** (cannot be expired more than 6 months)

WE CANNOT ACCEPT THE FOLLOWING AS PROOF OF IDENTITY

- Matricula Consular Card
- Novelty ID Card
- Non-expiring Identification Cards
- City or County Prison/Jail ID
- Souvenir birth certificates
- Temporary Driver's license
- Temporary State ID

PLEASE NOTE

In some instances proof of relationship is required: (e.g. marriage certificate, birth certificates, court orders, etc...)

***EXCHANGE POLICY:** Effective 7/1/2011 previously issued certified copies of the birth certificate may be exchanged at any time after a correction or change has been made to a birth certificate for \$10.00 each. You must return the birth certificate(s) to utilize this service.

OPTION AVAILABLE FOR ADOPTIONS

Only an adoptive parent or adopted person is eligible for this special service. **ONLY** sign below if you wish the statement **"ISSUED PURSUANT TO ADOPTION"** to appear on the birth certificate which indicates this person is adopted.

Number of copies to be issued with **"Issued pursuant to adoption"** requested: _____

Signature of: adopted person adoptive parent
 relationship to registrant (check box ✓)