

APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE

(This form **MUST** be completed IN FULL)

Larimer County Department of Health and Environment
 Vital Statistics Section
 1525 Blue Spruce Drive
 Fort Collins CO 80524
 (970) 498-6710

FEES: \$17.75 for the first copy
 \$10.00 for each additional copy of the
 Same record ordered at the same time.

MAKE CHECKS PAYABLE TO LCHD

Information about person whose birth certificate is requested – Please type or Print

FULL NAME AT BIRTH	FIRST	MIDDLE	LAST
DATE OF BIRTH	MONTH	DATE	YEAR
Is this person deceased? Yes ___ No ___ If yes, date: ___/___/___ State where Death occurred _____. Please provide certified copy of death certificate.			
PLACE OF BIRTH	CITY	COUNTY	STATE COLORADO
FULL NAME OF FATHER	FIRST	MIDDLE	LAST
FULL MAIDEN NAME OF MOTHER	FIRST	MIDDLE	MAIDEN
REASON FOR REQUEST			TODAY'S DATE

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 understood that there are penalties for obtaining a record under false pretenses. All requests must be accompanied by a photocopy of the requestor's identification before processing. **PLEASE RETURN THE REQUEST ALONG WITH A PHOTOCOPY OF THE DRIVER'S LICENSE, STATE ID OR PASSPORT OF THE PERSON THAT SIGNED BELOW.**

Signature of person making request	Relationship to registrant*	Driver's license #	State	Expire date
Address	City	State	Zip	Daytime phone ()

***Proof of relationship may be needed**

TO ORDER: **Apply in person** for same day service. Office hours are 8:00 am to 4:15 pm Monday –Friday.
Order by Fax with credit card information. ***\$7.50 service charge will be added Fax number 970-498-6715
 Certificates will be mailed the next business day.
Mail in application with check, money order or credit card number. **Credit card there is a \$7.50 service charge added**
 Certificates will be mailed the next business day.

WAYS TO MAIL: **Regular mail:** no extra charge
UPS \$20.00 for weekday overnight delivery. \$32.50 for next day Saturday delivery.

DELIVER TO YOU BY: Regular Mail _____ UPS _____ UPS Saturday _____

Credit Card Orders: Card Type Visa ___ MasterCard ___ Discover ___ American Express ___

NUMBER OF COPIES _____

Cardholder's Signature: _____

Card Number: | | | | | | | | | | | | | | | | | | | | | |

Exp. Date ___/___/___

IF YOU ARE OBTAINING A CERTIFICATE FOR SOMEONE OTHER THAN YOURSELF OR YOUR CHILD, YOU WILL NEED TO SUBMIT PROOF OF RELATIONSHIP. (See frequently asked questions)

