



Application for Certified Colorado Death Certificate

<p>Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> This request must be completed in full. Please type or print clearly. <input type="checkbox"/> Enclose a copy of a valid Driver's License, Passport, or State Identification (refer to ID requirements list on page 4) <input type="checkbox"/> Enclose appropriate fees <input type="checkbox"/> Person requesting to receive death certificate must sign below. <input type="checkbox"/> Proof of Relationship or Legal Interest is required (see reverse side) 	<p>Larimer County Vital Records: 1525 Blue Spruce Drive Fort Collins, CO 80524 Office: 970-498-6710 Fax: 970-498-6715 Office Hours: Monday-Friday 8am to 4:15pm <i>*Closed daily from 12pm – 1pm</i> No Walk In's available. Please call to schedule a in-person appointment.</p>
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Requestor Information (Please Print):

Print Name of Person Making Request	First Name:	Middle:	Last:	Email:
Mailing Address:	Street:	Apt #:	City:	State: Zip: Daytime Phone: ()
Relationship to Deceased: (must submit proof of relationship) <i>*see reverse side</i>	<input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Grandparent <input type="checkbox"/> Sibling <input type="checkbox"/> Child <input type="checkbox"/> Legal Representative <input type="checkbox"/> Funeral Director <input type="checkbox"/> Other _____			
Reason for Request:	<input type="checkbox"/> Insurance <input type="checkbox"/> Social Security <input type="checkbox"/> Property <input type="checkbox"/> Genealogy <input type="checkbox"/> Other _____			

Deceased Information (Please Print):

Check here if you are requesting a certificate for a fetal death

Full Name of Deceased	First:	Middle:	Last:
Date of Death <i>*(or approx. date)</i>	Month	Day	Year
Place of Death	City:	County:	State: Colorado ONLY
<p>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).</p>			
<p>By signing below, I have read and understood that there are penalties for obtaining a record under false pretenses.</p>			<p>Today's Date:</p>



Fees: \$20 for one Death Certificate, and \$13 for each additional certificate when ordered at the same time for that same record. We offer 3 different versions of Death Certificates (Standard, Legal, & Verification)

<p>First Copy: Please ONLY Select One.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standard Death Certificate (entire record) \$20.00 <input type="checkbox"/> Legal Death Certificate (all legal & no medical info).. \$20.00 <input type="checkbox"/> Verification of Death (limited legal info & no medical info) \$20.00 <p>Additional Certificates: \$13.00 each</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standard Death Certificate (entire record) ... _____ x \$13.00 <input type="checkbox"/> Legal Death Certificate (all legal info & no medical info) _____ x \$13.00 <input type="checkbox"/> Verification of Death (limited legal info & no medical info) _____ x \$13.00 <p>Please select your shipping method:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Regular Mail (\$0.00) *We cannot guarantee US Mail <input type="checkbox"/> Fed-Ex Shipping (\$20.00) ** Within the continental U.S. <i>*Delivered Next Business Day.....</i> <input type="checkbox"/> Fed-Ex Shipping delivery to AK/HI/Puerto Rico & Other Countries (Fees Vary) ** MUST PAY with Credit Card <p>Total Charges</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p style="text-align: center;">Credit Card Orders</p> <p>Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express</p> <p>Cardholder Name: _____</p> <p>Card Number: _____</p> <p>Expiration Date: _____ CVC#: _____</p> <p style="text-align: center;">*Make Checks or Money Orders payable to LCHD</p>
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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.
Shared Parentage	For passport reasons and Social Security reasons only – a shared parent can present the child's birth certificate (in cases for passport, child must be under 16)
Stepparent	Marriage certificate proving relationship to a parent that is listed on death certificate.
Grandparents/Great Grandparents	Birth certificate(s) and/or death certificate(s) proving 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).
Siblings/Half Siblings	Birth or death certificate showing at least one same parent 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) and/or death certificate(s) 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).
Step-Children	Birth certificate proving relationship required. Biological parent must be listed on the death certificate as spouse.
Legal Representative/Paralegals	Proof of client relationship required as well as proof of the client's relationship to the registrant.
Attorney-in-fact / Agent (Power of Attorney)	Must present a Durable Power of Attorney that has been signed by the "principal" (person they are representing) and notarized. Durable Power of Attorneys are indefinite unless specified in the document or upon death. We do not accept Medical Power of Attorney. Review the Power of Attorney carefully, since some provide a limited amount of authority to the "attorney-in-fact" / "agent".
Opposing Counsel	Processed at state office: Certificate will be mailed to court with motion to seal "confidential record". Name, address, and case number of the court required.
Consular Corps / Consulates Offices	Must present credentials verifying their connection to the Consulate
Genealogists	Notarized signed release from the 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 certificates 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.
Anatomical Board	Must be listed on death certificate
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 patient relationship required.
Funeral Directors	Must be listed on death certificate. If not listed, they can submit proof of relationship between themselves & the funeral establishment on the death certificate. (copy of contract).
Coroners	Must present their work credentials (work ID).
Informant	Must be listed on death certificate.
Governmental agencies (SSA, Human Services, etc.)	No additional document needed – fee may apply Must present their work credentials (work ID).

Certified certificates may be issued to:

(note: proof of relationship is required)

- The Registrant (person named on certificate)
- Spouse
- Parents / Step-parents
- Adult Children
- Grandparents / Great Grandparents
- Grandchildren
- Legal guardian
- Siblings
- Legal Representative of any above must present proof of client relationship

ID REQUIREMENTS

PRIMARY LIST

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

- Alien Registration Receipt / Permanent Resident Card
- Certificate of U.S Citizenship
- Jail Temporary Inmate ID: Denver or Pueblo County
- Colorado Department of Corrections ID card
- Colorado Department of Human Services Youth Corrections ID
- Colorado Temporary Driver's License/State ID (must be current)
- Employee Authorization Card (I-766)
- Foreign Passport
- Government Work ID
- Job Corps ID
- US Merchant Mariner Card/Book
- Driver's License/ID Card (DMV - U.S.)
- Foreign Driver's License/ID Card (issued directly from foreign country's government – not state or province)
- School, University or College ID Card (must be current)
- Temporary Resident Card
- U.S. B1/B2 Card with I-94
- U.S. Certificate of Naturalization
- U.S. Citizenship ID Card (I-197)
- U.S. Military ID card
- U.S. Passport Book or Card

SECONDARY LIST

**OR at least 2 of the following:
(Any document expired more than 6 months will not be accepted)**

- Acknowledgement of Parentage 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 (within 6 months of birth)
- Colorado Hunting or Fishing License (must be current)
- Foreign or International Driving License/ID Card (issued by foreign country's state or province)
- Marriage License/Certificate (U.S. only)
- Medicaid Card (Colorado only)
- Medicare Card
- Mexican Voter Registration Card
- Motor Vehicle Registration or Title (must be current - U.S. only)
- Pilot License
- State, Territorial or Federal Prison or Correction ID Card
- Selective Service Card/Letter (U.S. only)
- 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 CANNOT ACCEPT THE FOLLOWING

- Matricula Consular Card
- Novelty ID Card
- IRS ITIN card or letter
- Non-Expiring ID Cards (unless issued within last 5 years)
- Souvenir/Hospital Birth Certificates
- Out-of-State Temporary Driver's Licenses or Temporary State ID card

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child, who can provide appropriate identification to request the certificate. PROOF OF RELATIONSHIP is required.

