

Colorado Death Certificate Request

Colorado death certificates can be requested at any Vital Records location regardless of the county in which the death occurred.



Apply in person:
 Monday-Thursday
 8:00 a.m. to 4:00 p.m.
 Phone: 303-621-3144
 Fax: 303-621-0122

Elbert County Public Health
 75 Ute Ave / P.O. Box 201
 Kiowa, CO 80117
 **Email completed applications to
vitalrecords@elbertcounty-co.gov**

This office has death certificates for the entire state since 1900. Death certificates are also available in the county Vital Records office where the death occurred. Death certificates are considered public record after 75 years.

REQUIREMENTS

- This request must be completed in full.
- Enclose a copy of a current driver's license, passport or State identification. (The complete list of primary and secondary ID's are available online at www.colorado.gov/cdphe/vitalrecords)
- Enclose appropriate fees.
- Person requesting to receive death certificate must sign below.
- Proof of relationship or legal interest is required (see reverse side).

Requestor Information (Please Print)

Name of Person Making Request	First	Middle	Last	Email:
Mailing Address	City		State	Zip Daytime Phone Number
Physical Address	City		State	Zip Alt Phone Number
Relationship to deceased (must submit proof of relationship) *see reverse side	<input type="checkbox"/> Parent <input type="checkbox"/> Spouse <input type="checkbox"/> Grandparent <input type="checkbox"/> Sibling <input type="checkbox"/> Child <input type="checkbox"/> Funeral Director <input type="checkbox"/> Legal Representative <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

Full Name of deceased	First	Middle	Last
Date of death* (or range of dates)	Month	Day	Year ____-____-____
Place of death	City		State Colorado ONLY

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 \$1,000.00, 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



Charges: (FEES NON-REFUNDABLE)

*Search fee where date of death is unknown (\$1.00 per year)	\$ _____
Cost of standard death certificate:	
\$20.00 for one (or search when no record found).....	\$ _____
\$13.00 for each additional certificate of same record ordered at same time	\$ _____
Cost of verification of death:	
\$20.00 for one (or search when no record found).....	\$ _____
\$13.00 for each additional certificate of same record ordered at same time	\$ _____
Cost of legal version of death certificate:	
\$20.00 for one (or search when no record found).....	\$ _____
\$13.00 for each additional certificate of same record ordered at same time	\$ _____
<i>*Credit card convenience charge varies based on total amount*</i>	
Please check your shipping method:	
<input type="checkbox"/> \$30.00 FedEx* 2 day shipping (check, money order, cash, credit card)	\$ _____
<input type="checkbox"/> \$30.00 UPS* 2 day shipping (check, money order, cash, credit card)	\$ _____
*Within the continental U.S.	
Total Charges	\$ _____

FOR OFFICE USE ONLY

DC# _____

PAYMENT:

CASH _____ CC _____ CHECK# _____

Death certificates may 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 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) 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	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 w/ 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 patient relationship 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 personal or property right	Proof of direct & tangible interest required.

NOTE: Death certificates in Colorado become public record after 75 years, therefore, no proof of relationship or legal interest is required for these certificates.