

## Vital Records

# Frequently Asked Questions

### **BIRTH CERTIFICATES**

[Q. Why do I need a birth certificate?](#)

[Q. Is the birth certificate I received from the hospital the same?](#)

[Q. How do I get a birth certificate?](#)

[Q. How much does a birth certificate cost?](#)

[Q. Who can get a certified birth certificate?](#)

[Q. What forms of identification are accepted?](#)

### **DEATH CERTIFICATES**

[Q. Why do I need a death certificate?](#)

[Q. How do I get a death certificate?](#)

[Q. How much does a death certificate cost?](#)

[Q. Who can get a certified death certificate?](#)

[Q. What forms of identification are accepted?](#)

**Q. Why do I need a birth certificate?**

A. Birth certificates are legal documents that are required for many things, including:

- Entrance to school
- Obtaining a driver's license
- Voter's Registration
- Obtaining a marriage license
- Obtaining a passport
- Veteran's benefits
- Public Assistance
- Register for sports
- Baptism of infants

[\(Back to top\)](#)

**Q. Is the birth certificate I received from the hospital the same?**

A. No, the record you received from the hospital is a souvenir and is NOT considered a certified legal document. Certified copies of birth certificates are issued on Banknote paper and they must be ordered and purchased. They are not issued with a raised seal, however a state seal is embossed in the paper. A raised seal is not needed for travel. A certified copy is considered a legal copy of your birth certificate. A hospital issued birth certificate cannot be used for legal purposes.

**Q. How do I get a birth certificate?**

A. Birth certificates can be obtained in a couple of different ways:

**Come to our office:** Birth certificates are available for all Colorado births dating back to 1906 from NCHD's offices in Logan County, Morgan County, Phillips County, and in Washington County. Office hours in Logan and Morgan counties are 8 a.m.- 4:30 p.m., Monday - Friday, except County holidays. Office hours in Phillips (970) 854-2717, and Washington (970) 345-6562, counties are limited; please phone in advance. You will be required to present proper identification in order to obtain a birth certificate, please see list of list of approved identity verification documents.

**Order Online:** Birth certificates from any state can be ordered online at [www.vitalchek.com](http://www.vitalchek.com) through an independent company called VitalCheck Network, Inc. An additional fee is charged by VitalChek for using this service, and all major credit cards are accepted, including American Express, Discover, MasterCard or Visa.

**Written request:** Birth certificates can also be obtained by writing our office: Northeast Colorado Health Department

Attn: Vital Records Dept.  
700 Columbine St. Sterling, CO 80751,

If you mail in a request, the following information needs to be included to process your order:

- Person's name appearing on certificate
- Date and place of birth
- Parents' names, along with mother's full maiden name
- Purpose for the copy
- Your relationship to the person for whom the certificate is requested
- Your signature
- Copy of your ID

Include the appropriate payment, check or money order (please do not send cash), for the number of copies you are requesting and allow 10 days for delivery.

[\(Back to top\)](#)

**Q. How much does a birth certificate cost?**

A. Birth certificates cost \$17.75 for the first certified copy, \$10.00 for each additional copy of the same record ordered at the same time. Checks or money orders should be made out to Northeast Colorado Health Department. [\(Back to top\)](#)

**Q. Who can get a certified birth certificate?**

A. Someone with a direct and tangible interest: One's self or immediate relatives: mother, father (if father is listed on birth certificate), maternal grandparents, paternal grandparents (if father is listed on the certificate), siblings, or the person listed on the certificate. [\(Back to top\)](#)

**Q. What forms of identification are accepted?**

A. Colorado Office of Vital Statistics Approved Identity Verification Documents Listing List (2)  
Updated January 1, 2011

Purpose

This document supplements Office of the State Registrar of Vital Statistics - Policy Number 2006-01, which implements HB 03-1224, the Secure and Verifiable Identity Document Act. The following lists have been compiled to assist both customers and reviewing officials in knowing what documents may be used for appropriate verifiable proof of identity. Other documents may be accepted or required at the discretion of the State Registrar. If six or more certified copies have previously been issued for the requested birth certificate, then a photo identification document from the primary listing is mandatory. Customers will be required to present at least one item from the Primary Listing or at least two items from the Secondary Listing. Items must be from separate categories. Each row is a separate category. Unless otherwise specified below, all items must have been issued in the U.S.

**Primary Listing**

**All documents presented must be current and valid. Expired documents drop to the Secondary Listing. Documents that do not contain either an issue or an expiration date will not be considered acceptable.**

Category	Comment
Alien Registration Receipt or Permanent Resident Card	INS Form I-151 or I-551
Certificate of US Citizenship	INS Form N-560 or N-561
CO Department of Corrections ID Card	Issued by the Colorado Department of Corrections. The card must match the record EXACTLY (with the exception of middle and/or married names).
CO Temporary Drivers License (State ID) Renewal Form PLUS expired drivers license (State ID)	MUST be within the 30-day period; MUST be issued by COLORADO DMV; and MUST be accompanied by a recently expired driver's license (State ID) with hole punched in it.
Foreign Passport	May be verified with embassy or consulate or with INS. Foreign nationals in the United States should be in possession of a valid passport. In most circumstances a U.S. issued visa will be contained within the passport. If a visa is present, then it should be the primary mechanism for verifying their identity.
Photo ID Card (DMV)	Issued by a US department of motor vehicles. Must be verifiable by the issuing agency, and must contain either an issue or an expiration date. If the ID is non-expiring, it must have been issued within the last five years.
Government Work ID	Issued by US government - federal, state, or local.

Temporary Resident Card	
US B1/B2 Visa Card	
US Certificate of Naturalization	
School, University or College ID Card	Photo type, issued by a US school system, university, college, technical or trade school. The issuing entity MUST be able and willing to verify the ID or it can not be accepted. Non-US student IDs are not acceptable. ID must be current.
Employment Authorization Card	INS Form I-766
Job Corps ID Card	Issued by US Department of Labor. ID must be current.
Temporary Resident Card	INS Form I-688, I-688A, or I-688B
US B1/B2 Visa Card	MUST be accompanied by a currently valid I-94 card
US Certificate of Naturalization	INS Form N-550 or N-570, with intact photo
US Citizenship ID Card	INS Form I-197
US Military ID Card	Active duty, dependent, retired, reserve and National Guard. Must copy front and back.
US Passport	Issued by US Department of State

## Secondary Listing

NOTE: Any item that is expired is to be examined closely. If there is any doubt regarding its authenticity, it is to be rejected. Expired documents may only be used as a secondary document if they have expired within 6 months of the current date. If the document presented has been expired for more than 6 months, it is to be rejected (i.e. if the document presented expired 1/1/17, it may be used as a secondary document until 6/30/17). Names must be pre-printed on the document or card. Items must be from separate categories. Each row is a separate category.

Category	Comment
Acknowledgment of Paternity document	Issued by a hospital, or a State Vital Records or Local Vital Records office. The Acknowledgment of Paternity document may only be used to request the birth and/or death certificate of the same registrant.
Birth certificate of the applicant	Issued by a US local, state, territorial or federal government. Birth certificates issued by a foreign government are not acceptable, but they may be used to support an appeal and/or as proof of relationship.
CO Temporary Drivers License Renewal Form	Must be within the 30-day period, usually accompanied by a recently expired driver's license with hole punched in it.
Court order for adoption or name change	Issued by a municipal, state, territorial or federal court in the US. Must be record of applicant and certified by the court (need not be original seal, copies are acceptable).
Craft or trade license	Issued by CO Dept of Regulatory Affairs (DORA)
DD-214	US Military separation document
Divorce decree	Issued by a municipal, state, territorial or federal court in the US. Must be certified by the court (need not be original seal, copies are acceptable).
Hospital birth worksheet	Only for infants less than six months of age at time of request. The worksheet may only be used to request the birth and/or death certificate of the same infant.
Hunting or Fishing license	Must be current. Issued by Colorado Department of Wildlife
IRS-TIN card or letter	Taxpayer ID Number card or letter issued by IRS

Marriage license	Issued by a US State or territory
Medicare card	Issued by US Social Security Administration
Merchant mariner card	Issued by US Coast Guard
Mexican Voter Registration Card	Issued by the Mexican federal government. Must be current. Expired cards are not acceptable.
Motor vehicle registration or title	Issued by a US State or territory
Pilot license	Issued by FAA
State, territorial or federal prison or corrections card	Issued by a US state or territory or the Federal Bureau of Prisons. City and County Detention Facility cards are NOT acceptable.
Property tax receipt	Within past year
Selective service card	Issued by US Selective Service. Selective service cards issued by other countries are NOT acceptable.
Social Security Card	Issued by a US State or territory, includes Medicaid card or WIC card or check. Name of applicant must be pre-printed on the document or card.
Tribal ID Card	Issued by a federally recognized Native American tribe
Weapon or gun permit	Issued by a municipal, state, territorial or federal government in the US
Work ID, Paycheck Stub or W-2	Work ID must contain the individual's first and last names, and the company name. If there is any doubt that it is an ID for an employee, it is to be rejected. The paycheck stub must have been issued within the last three months and must contain sufficient information to permit verification (e.g.: first and last name of individual, company name, address, etc). The W-2 must have been issued within the last tax year.

[\(Back to Top\)](#)

## Not Acceptable

Category	Comment
Matricula consular cards	The Colorado legislature specifically identified this item for exclusion.
Birth certificates issued by foreign governments	Birth certificates issued by a foreign government are not acceptable, but they may be used to support an appeal.
City & county detention center ID cards	Jail ID's are normally not released to former inmates, and are also not verifiable.
Novelty ID cards	These cards may take a variety of formats, some of which are very close in appearance to an official ID. Often the only difference will be a small notation on the back of the card. When in doubt, check with the State Vital Records Security Officer at (303) 692-2232 or the ID Coordinator at 303-692-2235.
Souvenir birth certificates	Issued by hospitals, often with baby's footprints
Veterans Universal Access ID cards	While this is issued by US Veteran's Administration, the information they use to produce the card is not verified by the issuing agency.
Undated documents	ID documents that do not have either: (1) an issue date OR (2) an expiration date AND cannot be verified are not reliable proof of ID.
Temporary drivers license or temporary state ID cards	Issued from the department of motor vehicles from any US state or territory, except CO

[\(Back to Top\)](#)

**Q. Why do I need a death certificate?**

A. Death certificates are required for a number of different legal issues including the settling of a loved ones' estate or for other issues including banking (investments, trust funds), real estate, or a motor vehicle title transfer.

[\(Back to top\)](#)

**Q. How do I get a death certificate?**

A. Death certificates can be obtained in a number of ways but it is important to note that they are only available through the county in which the death occurred, or from the state health department. For deaths that occurred outside Logan, Morgan, Phillips or Washington counties, contact the county where the death occurred or the Colorado Department of Public Health and Environment (303) 692-2200.

**Come to our office:** If the death occurred in Colorado, the certificate can be obtained at our Logan County, Morgan County, Phillips County, or Washington County offices. Office hours in Logan and Morgan counties are 8 a.m.- 4:30 p.m., Monday - Friday, except county holidays. Office hours in Phillips (970) 854-2717, and Washington (970)345-6562, counties are limited; please phone in advance. You will be required to present proper identification in order to obtain a death certificate, please see list of list of approved identity verification documents.

**Order Online:** Death certificates from any state can be ordered online at [www.vitalchek.com](http://www.vitalchek.com) through an independent company called VitalCheck Network, Inc. An additional fee is charged by VitalChek for using this service, and all major credit cards are accepted, including American Express, Discover, MasterCard or Visa.

**Written request:**Death certificates can also be obtained by writing our office:

Northeast Colorado Health Department

Attn: Vital Records Dept.

700 Columbine St. Sterling, CO 80751,

If you mail in a request, the following information needs to be included to process your order:

- Person's name appearing on certificate
- Date and place of death
- Purpose for the copy
- Your relationship to the person for whom the certificate is requested
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- Copy of your ID

Include the appropriate payment, check or money order (please do not send cash), for the number of copies you are requesting and allow 10 days for delivery.

[\(Back to top\)](#)

**Q. How much does a death certificate cost?**

A. Death certificates cost \$20.00 for the first certified copy, \$13.00 for each additional copy of the same record ordered at the same time. Checks or money orders should be made out to Northeast Colorado Health Department.

[\(Back to top\)](#)

**Q. Who can get a certified death certificate?**

A. Someone with a direct and tangible interest: One's self or immediate relatives: mother, father, maternal grandparents, paternal grandparents or siblings of the person listed on the certificate. [\(Back to top\)](#)