



Office of the Teller County Clerk & Recorder  
 Krystal Brown  
 Clerk & Recorder  
 P. O. Box 1010 – Mailing Address  
 101 W. Bennett Ave. – Physical Address  
 Cripple Creek, CO 80813  
 719-689-2951 • Fax: 719-686-8030 • Web: [www.co.teller.co.us](http://www.co.teller.co.us)

For County Office Use Only	
Documents	
<input type="checkbox"/> ID	
<input type="checkbox"/> Relationship	
Payment Method	
<input type="checkbox"/> Cash	
<input type="checkbox"/> Check	_____
<input type="checkbox"/> CC	
Complete	_____

### Application for Certified Copy of Birth Certificate

Apply in person for same day services. Walk in hours: 8:00 a.m. – 4:30 p.m. Monday – Friday excluding holidays.

**Requirements:**

- This application must be complete.
- Enclose a copy of current driver's license, passport or State identification. A complete list of primary and secondary ID's are listed on our website. <http://www.co.teller.co.us/CR/ID%20Forms.pdf>
- Enclose appropriate fees.
- The person requesting the certificate(s) must sign below.
- Proof of relationship or legal interest is required (see reverse side).

**Registrant's Information - please type or print – If adopted, use adopted name**

<b>Full Name at Birth</b>	First	Middle	Last
<b>Date of Birth *</b>	Month	Day	Year
			Is person deceased?++ Yes                  No
<b>Place of Birth</b>	City	County	State <b>Colorado only</b>
<b>Maiden Name of Mother</b>	First	Middle	Maiden Last Name
<b>Name of Father</b>	First	Middle	Last

\* If the date of birth is unknown, an additional fee of \$1.00 per year to search should be submitted. Date range can be listed on reverse side.  
 ++ Please provide certified copy of death certificate.

<b>Name of Person Making Request</b>	First	Middle	Last
Physical Address	City		State          Zip
Mailing Address (if different than physical)	City		State          Zip
E-mail Address	Daytime Phone Number		
<b>Relationship to Registrant</b>	Self	Parent	Grandparent
	Spouse	Legal Guardian	Legal Representative
			Child          Sibling
			Other
<b>Reason for Request</b>	Newborn	Travel/Passport	Records
	Other		School          Insurance

Pursuant to Colorado Revised Statutes, 1982, 25-2-118 and 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 acknowledge that I have read and understand that there are penalties for obtaining a record under false pretenses.**

	Today's Date
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For County Office Use Only – Issued by \_\_\_\_\_  
 DCN(s) Issued

**Ordering Options**

- Mail in application with check or credit card information. Make check payable to **Teller County Clerk & Recorder**. Certificate(s) mailed 3 to 5 days after receipt of all required documentation.
- Apply in person for same day service. Office hours are 8:00 a.m. - 4:30 p.m. Monday – Friday, excluding holidays.

**Fees (non-refundable)**

Search Fee if date of birth is not known - \$1.00 per year searched.

x \$ 1.00 =
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Birth certificate - \$20.00 for first certificate (or search when no record is found) and \$13.00 for each additional certificate for the same registrant ordered at the same time.

Certificate Styles	One Certificate \$20.00	Additional Copies \$13.00 each
Standard certificate - full record		x \$13.00 =

**Shipping Method**

Please check your shipping method (if applicable)

Walk In/Pick Up No Charge	Regular Mail No Charge	Priority Mail 3 day \$19.95	Priority Express 2 day \$29.95
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**TOTAL CHARGES**

*If using credit card, a 2.7% portal fee will be added.*

**Payment Options**

Cash (in office only)                      Check or Money Order                      Credit Card – complete section below

Cardholder Name:

Card Type:                      Visa                      Master Card                      Discover                      American Express

Card Number:

Expiration Date:                      (##/#### format)                      Card Security Code:                      (### on back of card)

<b>Certified copies of birth certificates may be issued to:</b>	
Requestor	Recommended Documents to Prove Relationship
The registrant (person name on certificate)	Valid identification
Current Spouse	Marriage/Civil Union certificate is required or notarized affidavit of common law marriage, joint income tax returns, or insurance policies. (In the case of common-law marriage, the document must clearly state: husband and wife)
Ex-spouse	Must present proof of direct and tangible interest – insurance policy, Social Security record
Parent/Co-Parent	Must be listed on birth certificate
Stepparent	Marriage/Civil Union certificate proving relationship to a parent listed on birth certificate
Legal Guardian	Original, certified court order proving custody is required
Grandparent/Great Grandparent	Birth certificate(s) proving relationship to one parent listed on birth certificate
Sibling/Half Sibling	Birth certificate(s) proving relationship to one parent listed on birth certificate
Children/Grandchildren/Great Grandchildren	Birth certificate(s) proving relationship to registrant
Legal Representative/Paralegal	Proof of client relationship and proof of clients relationship to registrant
Consular Corps/Consulate Offices	Proof of client relationship and proof of clients relationship to registrant
Adoption agencies	Certified court orders proving custody is required. (May also accept notarized “Special Power of Attorney” document signed by mother and father if listed)
Genealogists	Notarized signed release from immediate family member and proof of that family members relationship to the registrant
In-laws/Aunts/Uncles/Nephews/Nieces/Cousins	Only eligible for birth records of deceased relatives that are over 50 years old and must present a copy of the registrant’s death certificate
Recruiters	Birth certificate can only be issued with a signed release from inductee or they can have a DD371 (birth verification) completed
Governmental agencies (SSA, Human Services, etc.)	No additional document needed - fee may apply; Must present credentials showing they are associated with the governmental agency