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

For County Office Use Only

Documents
☐ ID
☐ Relationship

Payment Method
☐ Cash
☐ Check _____
☐ 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

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

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

Sign Here	Today's Date

For County Office Use Only – Issued by _____
DCN(s) Issued

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Ordering Information on Reverse Side

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. Enter Years to Here | x $ 1.00 = $0.00

Birth certificate - $17.75 for first certificate (or search when no record is found) and $10.00 for each additional certificate for the same registrant ordered at the same time.

Certificate Styles	**One Certificate** $17.75	**Additional Copies** $10.00 each
Standard certificate - full record		x $10.00 = $0.00

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

TOTAL CHARGES $0.00

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)

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Certified copies of birth certificates may be issued to:

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

Birth records become public record 100 years after date of birth. The birth record of any individual who is known to be currently alive will remain confidential even if they are 100 years of age or greater. Applicant must provide proof of death. Identification is still required.