



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	<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 Death Certificate

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

Requirements:

- This application must be complete.
- Valid Identification - 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).

Deceased's Information - please type or print

Full Name of Deceased	First	Middle	Last		
Date of Death *	Month	Day	Year	Age at Death	State of Birth
Place of Death	City		County	State Colorado only	

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

Printed 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 deceased	Spouse	Parent	Grandparent	Sibling	Child
	Funeral Director	Legal Representative		Other	
Reason for Request	Insurance	Social Security	Property	Genealogy	
	Other				

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 death is not known - \$1.00 per year searched.

x \$ 1.00 =

Death certificate - \$20.00 for first certificate (or search when no record is found) and \$13.00 for each additional certificate for the same decedent ordered at the same time. Can be different styles. The styles can be viewed online at <http://www.co.teller.co.us/CR/DeathCertificateSamples.pdf> or in the Clerk & Recorder’s Office.

Certificate Styles	First Certificate Select one style below \$20.00	Additional Copies Select any style or multiple styles \$13.00 each
Standard certificate - full record		x \$13.00 =
Legal certificate - all legal information and no medical information		x \$13.00 =
Verification - limited legal information and no medical information		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)

Certified copies of death certificates may be issued to:	
Requestor	Recommended Documents to Prove Relationship
Current Spouse	Must be listed on the death certificate
Ex-spouse	Must present proof of direct and tangible interest – insurance policy, Social Security record
Parent/Co-Parent	Must be listed on death certificate
Stepparent	Marriage/Civil Union certificate proving relationship to a parent listed on death certificate
Grandparent/Great Grandparent	Birth certificate(s) proving relationship to a parent listed on death certificate
Sibling/Half Sibling	Birth certificate proving relationship to one parent listed on death certificate
Children/Grandchildren/Great Grandchildren	Birth certificate(s) proving relationship to deceased
Step Children	Marriage/Civil Union and birth certificates proving relationship to deceased
Legal Representative/Paralegal	Proof of client relationship and proof of clients relationship to deceased
Consular Corps/Consulate Offices	Proof of client relationship and proof of clients relationship to deceased
Genealogists	Notarized signed release from immediate family member and proof of that family members relationship to the deceased
In-laws/Aunts/Uncles/Nephews/Nieces/Cousins	Date of death is 25 years or less – must present direct and tangible interest Date of death is 25 years or more – must present proof of relationship – family tree would be acceptable
Probate Researchers	Must demonstrate a direct and tangible interest
Creditors	Must demonstrate a direct and tangible interest
Anatomical Board	Must be listed on death certificate
Employer	Must demonstrate a direct and tangible interest
Insurance Companies	Must demonstrate a direct and tangible interest (insurance policy)
Hospital/Nursing Home/Hospice/Physician	Proof of patient relationship required
Funeral Directors	Must be listed on the death certificate. If not listed, proof of relationship to the funeral establishment listed must be provided.
Informant	Must be listed on death certificate
Government Agencies (SSA, Human Services, etc.)	Must present work credentials (work ID)
Others Not Listed Above	Must demonstrate a direct and tangible interest