DENVER
PUBLIC HEALTH & ENVIRONMENT

Vital Records - Birth and Death Certificates

120 West 5th Avenue, Denver, CO 80204
Office hours are 8 a.m.- 3 p.m., Monday-Friday
www.denvergov.org/birthdeathcertificates
Phone: 720-295-7964

Application for Certified Copy of Death Certificate

Orders cannot be processed without a valid ID and a matching signature

Requestor Information – please type or print legibly

First Name	Middle Name	Last Name	Suffix

Email address	Phone number

Mailing address

City **State** **Zip Code**

Relationship to Deceased (Must submit proof of relationship)

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 in Pen this box, applicant must have a direct and tangible interest in the record requested. I have read and understood that there are penalties for obtaining a record under false pretenses. All requests require identification.

X Date: _____/_____/_____

Deceased Information – please type or print legibly **(Provide the information for the person whose death certificate is being requested below)**

First Name	Middle Name	Last Name	Suffix

Date of Death	Age at time of death	State of Birth (Optional)
_____/_____/_____		
Place of Death (City)	**County** (Not Country)	**State** **Colorado ONLY**

Reason for request (i.e. Family, Insurance, Social Security, Property)

Ways to order:

1. **In person** for same day service, office hours are Monday – Friday 8 a.m. to 3 p.m.
2. **On-line:** www.denvergov.org/birthdeathcertificates
3. **Mail** in application with *a **copy of your ID or Passport*** and a check or money order made payable to ***Manager of Finance.*** **DO NOT SEND CASH.**

Number of Copies requested		
Cost of 1st Certificate	**$25.00**	
Additional certificate (of same record each)	**$20.00**	
FedEx/UPS (optional)	**$25.00**	
Total Charges (add all lines)		

No Refunds (Exchanges case by case)

For Office Use Only:

Employee Initials: _____

Number _____

REV 2/2026

Identification Required for Certified Death Certificate

Please follow the instructions below when submitting your application.

- Request must be completed in full
- Enclose copy of a current driver's license, passport or state ID. The complete list of primary/secondary IDs is available at: www.colorado.gov/cdphe
- Enclose appropriate fees
- Person requesting death certificate must sign on following page
- Proof of relationship or legal interest is required (see below)

Death certificates may be issued to:	Document(s) needed to prove relationship:
Current Spouse	Must be listed on death certificate
Ex-spouse	Must present proof of direct and 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
Siblings/Half siblings	Birth certificate showing at least one same parent required (cannot accept baptismals, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found)
Children	Birth certificate(s) showing relationship is required (cannot accept baptismals, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found)
Stepchildren	Marriage certificate and 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 with 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 and 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 and tangible interest required
Creditors	Proof of direct and tangible interest required
Employer	Proof of direct and tangible interest required
Beneficiaries	Proof of direct and 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 and 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 and tangible interest required
Attorney-in-fact/Agent (Power of Attorney)	Must present a Durable Power of Attorney that has been signed by the "principal" (person they are representing) and notarized. Durable Power of Attorneys are indefinite unless specified in the document or upon death. We do not accept Medical Power of Attorney. Review the Power of Attorney carefully since some provide a limited amount of authority to the "attorney-in-fact/agent"
Consular Corps/Consulate offices	Must present credentials verifying their connection to the Consulate