



The information below includes FAQ's regarding your newborn's Social Security Number and obtaining a certified birth certificate.

### **Newborn Social Security Card**

- You will receive your newborns Social Security card at the address you provided within 8-10 weeks from newborns date of birth. (There is no further action needed on your part)
- For any Social Security questions or if you do not receive your newborns Social Security card within 10 weeks of the newborns date of birth, please call Social Security at:  
1-800-772-1213

### **Newborn Birth Certificate**

- Your newborn's birth Certificate will be ready for pick-up 2 weeks **after** the newborn's date of birth.
- You may pick up the birth certificate at:  
Denver Vital Records, 120 West 5<sup>th</sup> Avenue, Denver, CO. 80204  
Tel: 720-295-7964 \*Changes or Edits to the BC can't be made at this address. Walk-ins welcomed
- **For changes** or to **add a parent** to the birth certificate, please call to make an appointment at:  
CO. Dept. of Public Health, 4300 Cherry Creek Dr. 80246  
Tel: 303-692-2226
- The birth certificate charges incurred are:  
\$20.00 for the 1<sup>st</sup> copy  
\$13.00 for each additional copy  
\$20.00 for changes (in addition to first copy fee)  
\$20.00 to add second parent to birth certificate
- Birth Certificates may be ordered Online for an additional fee at:  
<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Public-Health-Environment/Birth-and-Death-Certificates>

### **Paternity Hotline**

- For questions related to paternity or DNA, you may call:  
Denver Human Services, 1200 Federal Blvd. Denver, CO. 80204  
Tel: 303-830-3572



## WIC

- For questions related to the WIC food program, you may call: 1-800-688-7777

## Newborn Medical Insurance

- It is your responsibility to formally enroll your newborn in medical insurance within 30 days of their date of birth.  
Denver Health Medical Plan: 1-800-700-8140  
Denver Health Medical Enrollment: 303-602-2300

## Newborn Birth Certificate Application

- Please complete the birth certificate application attached in its entirety **before** picking up your newborn birth certificate.
- The identification required to pick up a birth certificate are listed on the back page of the application.

## Newborn Passport

- For questions or information on how to obtain a newborn passport, please call:  
1-877-487-2778

## Birth Registry at Denver Health:

- For questions or concerns regarding your newborn's birth certificate, You may reach us at:

**303-602-9328**



### Vital Records - Birth and Death Certificates

120 West 5<sup>th</sup> Avenue, Denver, CO 80204

Office hours are 8 a.m.- 4 p.m., Monday-Friday

[www.denvergov.org/birthdeathcertificates](http://www.denvergov.org/birthdeathcertificates)

Phone: 720-295-7964 Email: [certificates@denvergov.org](mailto:certificates@denvergov.org)

### Application for Certified Copy of Birth Certificate

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

#### Requestor Information – please type or print legibly

Name of person filing out request	Purpose for certificate (e.g., personal, records, newborn, school.)
Email address	Phone number
Physical and/or mailing address	
<b>City</b> <span style="margin-left: 150px;"><b>State</b></span> <span style="margin-left: 100px;"><b>Zip Code</b></span>	

Your relationship to person named on certificate (e.g., father, mother, sibling, self, grandparent, etc. - proof of relationship needed if not listed on certificate)

*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: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Registrant Information – please type or print legibly (Provide the person whose birth certificate is being requested)

Full Name at Birth	First	Middle	Last	Gender	Male	Female	Other
Date of Birth	Month	Day	Year	Is this person deceased? Yes No If yes, date: ____/____/____ State where death occurred: *please provide certified copy of death certificate			
Place of Birth	City	County (Not Country)	State	<b>Colorado ONLY</b>			
Full Name of FATHER or Parent A	First	Middle	Last Name	Father/Parent A place of birth			
				Father/Parent A date of birth			
Full "MAIDEN" (name prior to first marriage) Name of MOTHER or Parent B	First	Middle	Maiden Last Name	Mother/Parent B place of birth			
				Mother/Parent B date of birth			

**If an error is identified, and you take the birth certificate, you fully understand a \$13.00 fee will be assessed after the correction is made**

<b>Ways to order:</b> <b>1. In person</b> for same day service, office hours are Monday – Friday 8 a.m. to 4 p.m. <b>2. On-line:</b> <a href="http://www.denvergov.org/birthdeathcertificates">www.denvergov.org/birthdeathcertificates</a> <b>3. Mail</b> in application with a <b>copy of your ID or Passport</b> and a check or money order made payable to <b>Manager of Finance. DO NOT SEND CASH.</b>	<b>Number of Copies requested</b>	
	Cost of 1 <sup>st</sup> Certificate	<b>\$20.00</b>
	Additional certificate (of same record each)	<b>\$13.00</b>
	FedEx/UPS (optional)	<b>\$25.00</b>
	Total Charges (add all lines)	
<b>No Refunds (Exchanges case by case)</b>		

**For Office Use Only:**  
 \$20.00 (State) Special processing fee - Yes \_\_\_\_ No \_\_\_\_ Employee Initials: \_\_\_\_\_  
 Number \_\_\_\_\_

**PRIMARY ID LISTING**  
**(Must have one of the below)**

**SECONDARY ID LISTING**  
**(Must have two of the below)**

<b>US State or Territory Photo Driver License or Photo ID Card</b>	Issued by a US State or territory department of motor vehicles. Must contain a photograph. <b>MUST</b> be verifiable using online guide and/or issuing agency. 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. The address on the license does not need to be the applicant's current address. Licenses/IDs indicating "Not for Federal Purposes" are acceptable	<b>Work ID, Paycheck Stub, Pay Statement, or W-2</b>	Work ID must contain the individual's first and last names, photo, and the company name. If there is any doubt that it is an ID for an employee, it is to be rejected. Work IDs issued without an issue or expiration date are acceptable. The paycheck stub or pay statement 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, contact information, etc.). The W-2 must have been issued within the last tax year.
<b>CO Temporary Driver's License/State ID</b>	<b>MUST</b> be within the 30-day period; <b>MUST</b> be issued by <b>COLORADO DMV</b>	<b>Marriage License/Certificate</b>	Issued by a US State, territory, or county; must be legal, certified copy. Novelty or souvenir certificates not acceptable.
<b>School, University or College ID Card</b>	Photo type, issued by a US school system, university, college, technical or trade school. The issuing entity <b>MUST</b> be able and willing to verify the ID, or it cannot be accepted. Non-US student IDs are not acceptable. <b>ID must be current for the academic school year plus the summer break.</b> Dale House IDs are accepted.	<b>Birth Certificate of the Applicant</b>	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. Any certificate issued with a watermark is not acceptable.
<b>Alien Registration Receipt or Permanent Resident Card</b>	INS Form I-151 or I-551	<b>Acknowledgment of Parentage Document</b>	<b>COLORADO</b> document only issued by a hospital or the State Vital Records Office. Used to identify parents. <b>All information must match.</b>
<b>Certificate of US Citizenship</b>	INS Form N-560 or N-561	<b>Craft or Trade License</b>	Issued by CO Dept of Regulatory Affairs (DORA).
<b>City/County of Denver Jail Inmate Temporary ID</b>	Issued by the Denver County Sheriff Department. The card must match the record <b>EXACTLY</b> (with exception of middle and/or married names). Bracelet ID's are not acceptable as identification.)	<b>Court Order for Adoption or Name Change</b>	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).
<b>County of Pueblo Jail Inmate Temporary ID</b>	Issued by the Pueblo County Sheriff Department. The card must match the record <b>EXACTLY</b> (with the exception of middle and/or married names). <b>MUST</b> include photo. Must be valid per expiration date on card.	<b>Colorado Hunting or Fishing License</b>	Issued by Colorado Department of Parks and Wildlife; must be current.
<b>CO Department of Corrections ID Card</b>	Issued by the Colorado Department of Corrections. The card must match the record <b>EXACTLY</b> (with the exception of middle and/or married names).	<b>Colorado Gaming License</b>	Issued by the State of Colorado Department of Revenue; must be current.
<b>Colorado Department of Human Services Youth Corrections ID</b>	Issued by the Colorado Department of Human Services for minors in the Youth Corrections system. The card must match the record <b>EXACTLY</b> (with the exception of middle and/or married names).	<b>Divorce Decree</b>	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).
<b>Employment Authorization Card</b>	INS Form I-766	<b>DD-214</b>	US Military separation document
<b>Foreign Passport</b>	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. <b>MUST</b> be verifiable using online guide.	<b>Federal Prison or Corrections Card</b>	City and County Detention Facility cards are <b>NOT</b> acceptable unless specifically authorized.
<b>Government Work ID</b>	Issued by US government - federal, state, or local.	<b>Hospital Birth Worksheet</b>	May only be used for six months from the date of event. May be used to obtain records of other children. System-generated worksheets are acceptable.
<b>Job Corps ID Card</b>	Issued by US Department of Labor.	<b>Medicaid card/Health <i>First Colorado (Colorado only)</i></b>	Issued by Colorado Human Services.
<b>Non-U.S. or International Driving License</b>	Issued by a foreign country or state government. <b>MUST</b> contain a photograph and be valid per expiration date listed on card. <b>MUST</b> be verified using guide.	<b>Non-U.S. or International Driving License</b>	Issued by a foreign country or state government. <b>MUST</b> contain a photograph and be valid per expiration date listed on card. <b>MUST</b> be verified using guide.
<b>Temporary Resident Card</b>	INS Form I-688, I-688A, or I-688B	<b>Weapon or Gun Permit (U.S. only)</b>	Issued by a municipal, state, territorial or federal government in the US.
<b>US B1/B2 Visa Card</b>	<b>MUST</b> be accompanied by a currently valid I-94 card (electronically generated I-94 printouts from I-94.cbp.dhs.gov website are acceptable)	<b>Medicare Card</b>	Issued by US Social Security Administration.
<b>US Certificate of Naturalization</b>	INS Form N-550 or N-570, with intact photo	<b>Mexican Voter Registration Card</b>	Issued by the Mexican federal government. Must be current. Expired cards are not acceptable.
<b>US Citizenship ID Card</b>	INS Form I-197	<b>Motor Vehicle Registration or Title</b>	Issued by a US State or territory. Must be current.
<b>US Merchant Mariner Card</b>	Issued by US Coast Guard. Must include photo and be verified by the online guide.	<b>Selective Service Card/Letter</b>	Issued by U.S. Selective Service.
<b>US Military ID Card</b>	Active duty, dependent, retired, reserve and National Guard. Must copy front and back. <b>Military Retiree ID's that are non-expiring will be accepted.</b>	<b>Social Security Card</b>	Issued by US Social Security Administration. Valid Social Security Cards with phrase "For Social Security Purposes - Not for Identification" are acceptable. Laminated cards and cards with no signatures are acceptable.
<b>US Passport Book or Card</b>	Issued by US Department of State.	<b>Pilot License</b>	Issued by FAA.
		<b>Selective Service Card/Letter</b>	Issued by U.S. Selective Service.