



Colorado Death Certificate Request

Ways to Order:

- In Person:** Same day service. Hours are Monday-Friday 8:00 a.m. - 4:00 p.m.
Historic Courthouse, 522 Lincoln Ave., Steamboat Springs CO
- Mail Orders:** Send check or money order payable to Routt County Clerk & Recorder to the address listed on the right.

Routt County Clerk & Recorder
 PO Box 773598
 Steamboat Springs CO 80477
www.co.routt.co.us
 Phone: (970) 870-5556
 Fax: (970) 870-5443



Requirements:

- This request must be completed in full.
 - Enclose a copy of a current driver's license, passport or State identification. (The complete list of primary and secondary ID's are available online at www.colorado.gov/cdphe/vitalrecords)
 - Enclose appropriate fees.
- Person requesting to receive death certificate must sign below.
Proof of relationship or legal interest is required (see reverse side).

Requestor Information

<small>Print name of person making request</small>	First	Middle	Last	Email:
Mailing Address	City		State	Zip
Physical Address	City		State	Zip
Relationship to deceased <small>(must submit proof of relationship) *see reverse side</small>	<input type="radio"/> Parent	<input type="radio"/> Spouse	<input type="radio"/> Grandparent	<input type="radio"/> Sibling
	<input type="radio"/> Legal Representative	<input type="radio"/> Other:	<input type="radio"/> Child	<input type="radio"/> Funeral Director
Reason for Request:	<input type="radio"/> Insurance <input type="radio"/> Social Security <input type="radio"/> Property <input type="radio"/> Genealogy <input type="radio"/> Other: _____			

Deceased Information

Full Name of deceased	First	Middle	Last	
Date of death* <small>(or range of dates)</small>	Month	Day	Year	Date of birth or age at death (optional) State of birth (optional)
Place of death	City		County	State Colorado ONLY
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 below, I have read and understand that there are penalties for obtaining a record under false pretenses.				Today's date
SIGN HERE				

Payment Method:

Cash Check
 **Credit cards can only be used for in-person requests. There is a fee charge for processing a credit card.

Charges: (FEES NON-REFUNDABLE)

Mail Fees:
 \$1.00 fee to mail certificate.....
 \$4.00 fee to mail 20 or more certificates

Exchange Fee:
 \$13.00 fee to exchange a certificate.....

*Search fee where date of death is unknown

(\$1.00 per year).....
Cost of standard death certificate:
 \$20.00 for one (or search when no record found).....
 \$13.00 for each additional certificate of same record ordered at same time.....
Cost of verification of death:
 \$20.00 for one (or search when no record found).....
 \$13.00 for each additional certificate of same record ordered at same time.....
Cost of legal version of death certificate:
 \$20.00 for one (or search when no record found).....
 \$13.00 for each additional certificate of same record ordered at same time.....

VA Copies

Total Charges:

DCN# _____

Death certificates may issued to:**Document(s) needed to prove relationship:**

Current spouse	Must be listed on death certificate.
Ex-spouse	Must present proof of direct & 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.
Grandparents/Great grandparents	Birth certificate(s) proving relationship required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Siblings/Half siblings	Birth certificate showing at least one same parent required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Children/Grandchildren/Great grandchildren	Birth certificate(s) showing relationship is required (cannot accept baptisms, hospital records or school records, unless the customer presents a letter from the state of birth stating no record of birth was found).
Step-Children	Marriage certificate & 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 w/ 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 & 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 & tangible interest required.
Creditors	Proof of direct & tangible interest required.
Employer	Proof of direct & tangible interest required.
Beneficiaries	Proof of direct & 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 & 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 & 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