

HOW TO OBTAIN A BIRTH CERTIFICATE

1. Birth must have taken place in Colorado.
2. Complete an Application for Certified Copy of Birth Certificate form (in its entirety).
3. Provide proper identification (see "Required Identification" section in this brochure).
4. Provide applicable proof of relationship (e.g., marriage license, birth certificates, death certificates, etc. - see "Proof of Relationship" section in this brochure).
5. One (1) certified copy is \$17.75. Additional copies of the same record, requested at the same time, are \$10.00 each.



WHAT IF YOU DON'T HAVE ACCEPTABLE IDENTIFICATION?

If you cannot provide acceptable identification, it is suggested that you ask a spouse, parent, grandparent, sibling, or adult child (who can provide appropriate identification) to request the certificate. Proof of relationship is required, such as a birth certificate or marriage certificate.

REQUIRED IDENTIFICATION

BELOW IS A PARTIAL LIST OF ACCEPTABLE IDENTIFICATION

A. ONE (1) of the following (cannot be expired):

- U.S. State issued photo driver's license
- State issued photo identification (United States state or territory)
- Passport (United States or foreign country)
- Current university or school ID
- Alien registration receipt card/ Permanent resident card
- Temporary resident card
- Employment authorization card
- U.S. Military identification card

B. TWO (2) of the following (any document expired more than 6 months will NOT be accepted):

- Hospital worksheet (good for 6 months)
- Acknowledgement of paternity
- Work identification, paycheck stub, W2
- U.S. voter registration
- Social Services card
- Applicant's birth certificate (United States state or territory)
- DD214
- Motor vehicle registration / title
- Probation documents
- Marriage license / divorce decree
- Department of Corrections identification card

UNACCEPTABLE ID

We are sorry, but we *cannot* accept:

- × Matricula Consular card
- × Novelty ID card
- × Non-expiring identification cards
- × City or county prison/jail ID
- × Souvenir birth certificates
- × Temporary driver's license or temporary state ID card

HOW TO OBTAIN A DEATH CERTIFICATE

1. Death must have taken place in Ouray County.
2. Complete an Application for Certified Copy of Death Certificate form (in its entirety).
3. Provide proper identification (see "Required Identification" section in this brochure).
4. Provide applicable proof of relationship (e.g., marriage license, birth certificates, death certificates, etc. - see "Proof of Relationship" section in this brochure).
5. One (1) certified copy is \$20.00. Additional copies of the same record, requested at the same time, are \$13.00 each.



PROOF OF RELATIONSHIP

In order to obtain a birth or death record, proof of your relationship to the subject person or direct and tangible interest is required. Applicants must submit proof of their relationship or documentation to establish their legal interest in obtaining, birth certificates, death certificates or any of the information contained therein.

A SPECIAL NOTE ON DEATH RECORDS

Our office only has access to death records of persons who actually died in Ouray County. Please remember that, due to the location of the various mines, mining camps and hospitals in and around Ouray County, just because a person lived in Ouray County does not necessarily mean they died in Ouray County.

OURAY COUNTY CLERK & RECORDER

MICHELLE NAUER

PHYSICAL ADDRESS: 541 4TH ST

MAILING ADDRESS: PO BOX C
OURAY, CO 81427

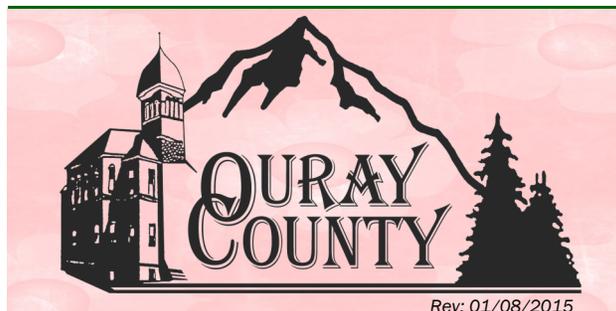
PHONE: (970) 325-4961

FAX: (970) 325-0452

EMAIL: mnauer@ouraycountyco.gov

WEBSITE: www.ouraycountyco.gov

OFFICE HOURS: 9:00 AM - 4:00 PM
(MONDAY - THURSDAY, EXCEPT OFFICIAL HOLIDAYS)



VITAL RECORDS

HOW TO OBTAIN A BIRTH OR DEATH RECORD



OURAY COUNTY CLERK & RECORDER MICHELLE NAUER

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