

# Colorado Death Certificate Request



Apply in person for same-day services  
Walk-in Hours:  
Monday-Thursday 7:30 am – 5:00 pm  
Friday 7:30 am – 12:00 pm

**Mesa County Public Health  
Vital Records**  
510 29 ½ Rd, Grand Junction, CO 81504  
<https://www.mesacounty.us/public-health>

Phone: 970-248-6900  
Online Orders: [www.vitalchek.com](http://www.vitalchek.com)  
Email Orders: [vital.records@mesacounty.us](mailto:vital.records@mesacounty.us)  
Fax Orders: 970-683-6635

## Step 1: APPLICANT INFORMATION

|                             |           |                                                            |                 |
|-----------------------------|-----------|------------------------------------------------------------|-----------------|
| <b>Your Name</b>            |           |                                                            |                 |
| first name                  | last name |                                                            |                 |
| <b>Your Street Address</b>  |           | <b>City</b>                                                | <b>State</b>    |
|                             |           |                                                            | <b>Zip Code</b> |
| <b>Daytime Phone Number</b> |           | <b>E-mail Address</b> (for communication & status updates) |                 |

|                                 |                                                                              |                                                                                  |                                   |                                                                            |
|---------------------------------|------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------------|----------------------------------------------------------------------------|
| <b>Relationship to deceased</b> | <input type="checkbox"/> Parent<br><input type="checkbox"/> Funeral Director | <input type="checkbox"/> Spouse<br><input type="checkbox"/> Legal Representative | <input type="checkbox"/> Sibling  | <input type="checkbox"/> Child<br><input type="checkbox"/> Other _____     |
| <b>Reason for request</b>       | <input type="checkbox"/> Insurance                                           | <input type="checkbox"/> Social Security                                         | <input type="checkbox"/> Property | <input type="checkbox"/> Genealogy<br><input type="checkbox"/> Other _____ |

## Step 2: DECEASED INFORMATION

|                         |                                          |        |                               |
|-------------------------|------------------------------------------|--------|-------------------------------|
| <b>Name of deceased</b> | First                                    | Middle | Last                          |
| <b>Date of death*</b>   | Month                                    | Day    | Year                          |
|                         | Date of birth or age at death (optional) |        | State of birth (optional)     |
| <b>Place of death</b>   | City                                     | County | State<br><b>Colorado ONLY</b> |

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 |
|---------------------------------------------------------------------------------------------------------------------|--------------|

## STEP 3: COST

|                                                                |                                                               |                                                                           |                 |
|----------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------|-----------------|
| <input type="checkbox"/> Standard (Entire record)              | <input type="checkbox"/> Legal (All legal and no medical)     | <input type="checkbox"/> Verification of Death (Limited legal/no medical) |                 |
| <input type="checkbox"/> Certified Copy (first copy) = \$20.00 | <input type="checkbox"/> ___ Additional Copies = \$13.00 each | <b>TOTAL AMOUNT DUE</b>                                                   | <b>\$ _____</b> |

## Step 4: MAIL OR EMAIL YOUR SIGNED AND COMPLETED FORM - include check, money order, or complete credit card information on other side

Please mail or email your completed form, along with ID and additional documentation (if required).

to: Mesa County Public Health ATTN: Vital Records, 510 29 1/2 Road, Grand Junction, CO 81504 or [vital.records@mesacounty.us](mailto:vital.records@mesacounty.us)

Please don't include a pre-paid express mail envelope with your request.

Administrative Use Only

|             |                    |                                  |                               |                                |
|-------------|--------------------|----------------------------------|-------------------------------|--------------------------------|
| DCN # _____ | Payment Type _____ | <input type="checkbox"/> Counter | <input type="checkbox"/> Mail | <input type="checkbox"/> Email |
|-------------|--------------------|----------------------------------|-------------------------------|--------------------------------|

| <b>DEATH CERTIFICATES may be issued to:</b>                                                                                                              | <b>Document(s) Needed to Prove Relationship:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Current spouse                                                                                                                                           | Must be listed on the death certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Ex-spouse                                                                                                                                                | Must present proof of direct & tangible interest (i.e. Social Security, insurance policy). Document must clearly state/show the ex-spouse's eligibility.                                                                                                                                                                                                                                                                                                                                                                                                          |
| Parent                                                                                                                                                   | Must be listed on the death certificate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Shared parentage                                                                                                                                         | For passport reasons and Social Security reasons only- a shared parent can present the child's birth certificate (showing both parents listed) (in cases for passport, the child must be under age 16).                                                                                                                                                                                                                                                                                                                                                           |
| Stepparent                                                                                                                                               | Certified copy of a marriage/civil union certificate to a parent listed on the death certificate is required.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Siblings/half siblings                                                                                                                                   | Birth or death certificate showing at least one same parent required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Children                                                                                                                                                 | Birth certificate(s) and/or death certificate(s) showing relationship is required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Step-children                                                                                                                                            | Birth certificate proving relationship required. Birth certificate must show a parent that is listed on the death certificate as the spouse.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Legal representative/ paralegals                                                                                                                         | Proof of client relationship required as well as proof of the client's relationship to the registrant.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Attorney-in-fact/<br>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." If Power of Attorney is for anyone other than the registrant, proof of relationship or legal interest between the principal and the registrant is also required. |
| Opposing counsel                                                                                                                                         | Processed at state office.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 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".                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Other relatives:</b><br><br>In-laws/aunts/uncles/<br>nephews/nieces/cousins/grand<br>parents/great grandparents/<br>grandchildren/ great grandchildre | For a death certificate 25 years or younger- must present proof of direct & tangible interest (i.e. insurance policy, personal will, etc). Document must clearly state/show the requestor's eligibility.<br><br>For death certificates over 25 years- must present proof of relationship (a family tree would be acceptable for this case).<br>Death certificate marked "For Genealogical Use Only."                                                                                                                                                              |
| 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). Please note, insurance policies must contain the policy number.                                                                                                                                                                                                                                                                                                     |

| <b>PAYMENT INFORMATION (only complete for mail/email orders)</b> |                                       |
|------------------------------------------------------------------|---------------------------------------|
| Select Payment Method: <b>DO NOT SEND CASH</b>                   |                                       |
| <input type="checkbox"/> Credit Card    Credit Card # _____      | Exp Date _____    Security Code _____ |
| <input type="checkbox"/> Personal or Business Check              | Cardholder Signature _____            |