

We recommend recording your Civil Union License/Certificate in this office *before* you make name changes.

**Considerations:**

1. Social Security: Social Security website: [www.ssa.gov](http://www.ssa.gov) or call 1-800-772-1213
2. Driver's License: Office located in shopping center at SW corner of 120th & Washington.
3. Motor Vehicle Title & Registration: If your vehicle is financed, notify your financial institution. For information from Adams County Motor Vehicle, call 720-523-6010 or go online to [www.adcogov.org/motorvehicle](http://www.adcogov.org/motorvehicle)
4. Voter Registration: Change your name for voter registration purposes at [www.govotecolorado.com](http://www.govotecolorado.com) or print the form from our website and mail to us. [www.adamscountyelections.org](http://www.adamscountyelections.org)
5. Passport: Visit [www.travel.state.gov](http://www.travel.state.gov) for passport requirements, locations, and fees or call 1-800-487-2778. Adams County Recording is not a passport facility.
6. Notify your employer of any name change.
7. Don't forget your financial institution and insurance policies.
8. Notify the US Post Office.

**Keep your ORIGINAL Civil Union License/ Certificate in a safe place. We cannot reissue. Only certified copies are available.**

**Where to Apply For  
A Civil Union License in Adams County**

**Recording Department  
Government Center**  
4430 S. Adams County Parkway, #E2400  
Brighton, CO 80601  
Hours: 7 a.m. to 5 p.m.  
Monday thru Friday except Holidays

**Aurora Motor Vehicle**  
3449 N. Chambers Rd., #A  
Aurora, CO 80010  
Hours: 7 a.m. to 5 p.m.  
Monday thru Friday except Holidays

**Bennett Motor Vehicle**  
Bennett Town Hall  
355 Fourth Street  
Bennett, CO 80102  
Hours: 8 a.m. to 5 p.m.  
Closed 11:00 am to 12:00 pm  
Monday thru Friday except Holidays

**Commerce City Motor Vehicle**  
4201 E. 72nd Ave., #A  
Commerce City, CO 80022  
Hours: 7 a.m. to 5 p.m.  
Monday thru Friday except Holidays

**North Pecos Motor Vehicle**  
12200 Pecos St., 1st Floor  
Westminster, CO 80234  
Hours: 7 a.m. to 5 p.m.  
Monday thru Friday except Holidays

**Westminster Motor Vehicle**  
8452 Federal Blvd.  
Westminster, CO 80031  
Hours: 7 a.m. to 5 p.m.  
Monday thru Friday except Holidays

[www.adcogov.org/civilunion](http://www.adcogov.org/civilunion)

# Civil Union Information Guide



**STAN MARTIN**  
**Adams County Clerk & Recorder**  
4430 South Adams County Pkwy  
Suite #E2400  
Brighton, CO 80601  
720-523-6020

## Civil Union Information

- License may be acquired from any county Clerk & Recorder and used in any county in Colorado.
- Applicants must be 18 years of age or older. If an applicant is under guardianship, proof of guardianship and authorization of guardian must be provided at time of application.
- Acceptable forms for proof of age include CO drivers license, US birth certificate, CO ID card, US passport, foreign passport w/photo, US Visa, valid military ID, out of state drivers license, out of state ID card, or VA card w/ photo.
- Social Security number must be provided when applying or a sworn affidavit is required if you do not have a social security number.
- Fee is \$30      Cash or Checks Only

## Certified Copies

- Certified copies of a Civil Union certificate issued and recorded in Adams County may be acquired by completing a request form and providing valid ID.
- Copies may be ordered in person or by mail. If ordering by mail, please include payment made payable to Adams County Clerk.
- Certified copies are \$1.25 each.

NOTE: THIS IS A CIVIL UNION LICENSE - NOT A CIVIL UNION CERTIFICATE. IF IT IS NOT USED, THE PERSON TO WHOM IT IS DELIVERED MUST RETURN IT PROMPTLY TO THE COUNTY CLERK AND RECORDER WHO ISSUED IT.

# CIVIL UNION LICENSE

STATE OF COLORADO.

*Adams County*

*To any power or religious society Authorized by Law to Perform the Civil Union Ceremony:*

**GREETING:**

*You are hereby authorized to join in civil union*

PARTY ONE \_\_\_\_\_

*of* BRIGHTON, COLORADO 80601 \_\_\_\_\_

PARTY TWO \_\_\_\_\_

*of* BRIGHTON, COLORADO 80601 \_\_\_\_\_

*and of this license you will make due return to my office*

*Witness, my hand and the seal of my office at Adams Colorado,*

*this 28 day of January, 2015. Signed at 9:41 o'clock AM.*

*Star Martin*

*County Clerk*

*Deputy Clerk*



## CIVIL UNION CERTIFICATE

STATE OF COLORADO,

1 \_\_\_\_\_

} SS.

20

4,

AD

at

2 \_\_\_\_\_

5 \_\_\_\_\_

day of

3 \_\_\_\_\_

*in said county, the undersigned, did enter in Civil Union in accordance with the laws of the state of Colorado and the authorization of the foregoing license*

PARTY ONE \_\_\_\_\_

*of* BRIGHTON, COLORADO 80601 \_\_\_\_\_

PARTY TWO \_\_\_\_\_

*of* BRIGHTON, COLORADO 80601 \_\_\_\_\_

*Witness, my hand the day and year last above written.*

6 \_\_\_\_\_

7 \_\_\_\_\_

Signature of Officiating Party

10 \_\_\_\_\_

8 \_\_\_\_\_

Print Title of Officiating Party

Witness Signature \_\_\_\_\_

10 \_\_\_\_\_

Party One Signature \_\_\_\_\_

9 \_\_\_\_\_

Witness Signature \_\_\_\_\_

10 \_\_\_\_\_

Party Two Signature \_\_\_\_\_

RETURN TO 1234 MY HOME ADDRESS BRIGHTON COLORADO 80203

THIS CIVIL UNION MUST BE FORWARDED TO THE COUNTY CLERK AND RECORDER SHOWING ON THE TOP OF THE FORM, BY THE PERSON OR PARTY CERTIFYING THE CIVIL UNION, WITHIN 60 DAYS OF CERTIFICATION.  
IF PARTY WITNESSES  
PARTIES TO DO SO SHALL RESULT IN A LATE FEE OF NOT LESS THAN \$100 PER PARTY. YOU WILL GET THE CERTIFYING PERSON OR PARTY AN ADDITIONAL FINE \$20 FOR EACH ADDITIONAL DAY OF FAILURE TO COME. WITH THE FINE WITNESSES AND RESPONSIBILITY OF THE PARTY OF FORWARDING SHALL BE DELETED TO BE THE DUTY OF THE POSTMARK. CDS 14-15-1123  
FORM CULC. Approved by the Office of the State Registrar of Vital Statistics, Revised 05/2013

To complete the Civil Union Certificate, fill in the blanks with the following information:

- The county in which the certification was held.
- The day of certification.
- The month of certification.
- The year of certification.
- The location of the certification (PHYSICAL ADDRESS).
- Signature of the individual certifying the union. (Both parties must sign if self-certifying.)
- Title of officiant. (Enter the word "Ourselves" if self-certifying).
- Signature of party one.
- Signature of party two.
- Signature(s) of witnesses (optional).

**\*\*Signature Note\*\***  
Affix your signature after your "certification" is performed. Sign your name with the name you intend to use from the "point of certification" forward.