

Request Form for Records of the Clerk and Recorder of the City and County of Denver

Denver Public Library
Western History/Genealogy Department- Clerk and Recorder Records
10 West Fourteenth Avenue Parkway
Denver, Colorado 80204-2731
720-865-1821

Please complete the following information to request Clerk and Recorder Records issued in the City and County of Denver.

Date _____

Name _____

Street address _____

City _____ State _____ Zip _____

Telephone _____ E-Mail address _____

Marriage Record Request:

Check items requested: Certificates 1952-1965* License Applications 1903-2003*

Name of Groom

Approximate Date of Marriage

Maiden name of Bride

Marriage License Number

Election Division: Voter Registration Record Request (1920-1991)*:

Name

Precinct Number

** Records filed within the last 75 years are restricted. Please see procedures for a list of eligible applicants and requirements. A valid photo identification card must be presented. All social security numbers will be removed for privacy.*

The Denver Public Library accepts no liability whatsoever arising from the provision of archival material. Users are expected to be aware of all the relevant laws concerning copyright, protection of privacy, and libel and shall indemnify the Library against any legal consequences arising from their use of the material. I understand that this form will be on file at the Denver Public Library indefinitely.

Signature _____

Search Fee -There is no search fee if you provide the correct information. If you do not supply specific information, the fee for a search is \$3.00 for the first and \$1.00 for each additional year/precinct number that is researched.

Document Fee — The fee for a certified copy of a record is \$3.00 each. Otherwise copies are \$2.00 per page.

Please indicate the items desired and enclose the correct fee. **Please make your check payable to Denver Public Library and mail to the above address.**

Copies will be: Picked up _____ or Mailed _____

FOR LIBRARIAN/ ARCHIVIST USE ONLY

Identification (Photo ID) _____ (attach copy) Proof of Relationship _____ (attach copy)

Application received by: _____

Library personnel processing request _____

- The requesting party was not found in the collection so no information/ copies were provided. Customer was informed of the search results and payment of \$_____ was returned.
- The payment received was not sufficient. Please invoice the customer for \$_____.
- The payment needs to be returned due to excessive amount. Please return payment and invoice the customer for \$_____.

STAFF USE ONLY

Date received:

Date completed:

Order taken by:

Order completed by:

Credit card number and expiration date:

TOTAL DUE: _____