



CLERK AND RECORDER

# Obtaining a Civil Union License

534 E Hyman Ave – Lower Level  
Aspen, Colorado 81611  
970-920-5180, option #3

## WHEN APPLYING FOR A CIVIL UNION LICENSE:

- The civil union license may be applied for during normal business hours at the Clerk & Recorder's Office, Monday through Friday, 9 am to 4:30 pm. We request you arrive by 4:00 pm to allow time to complete the process prior to closing.
- We recommend you complete the application no more than 30 days in advance either at our office or by going to our online civil union application kiosk at <http://www.pitkinclerk.org>.
- The fee to apply is \$30.00.
- The civil union license must be used (conduct ceremony & sign) within 35 days of the issued date.
- There is no waiting period.
- The civil union license may be used anywhere in the state of Colorado.
- Blood tests are NOT required.

## AGE REQUIREMENTS:

- Each applicant must provide proof of date of birth. A driver's license, birth certificate and a government issued picture ID, or passport is acceptable. An expired ID is NOT acceptable.
- Both applicants must be 18 or older. If either applicant is under guardianship, consent is required.

## APPLICATION REQUIREMENTS:

- Both applicants must be present to complete the civil union license application. This process takes approximately 20 minutes and you do NOT need to schedule an appointment.
- Requested information for each party includes: name; address; date and place of birth; social security number, present marital/civil union status, city and state of the parents or legal guardians.
- If either applicant is previously divorced/dissolved: the date, place, type of court and previous spouse/partner name must be provided.
- If either party is widowed: the date, place of death and previous spouse/partner name must be provided.
- A couple wishing to renew their civil union vows may obtain a license by specifying they are presently in a civil union with each other.
- Social Security Numbers ARE required on civil union license applications (C.R.S. 14-15-109). If a party does not have a Social Security Number, the party must acknowledge this on the civil union application in front of the Deputy County Clerk at time of application.
- Applicants do not have to be residents of the State of Colorado.
- If under guardianship, the applicant must provide a notarized consent from legal guardian.

## PROHIBITED CIVIL UNIONS:

- A couple may not obtain a civil union license when one of the parties is still in a civil union or marriage with another person.
- Civil unions between ancestor and descendant, brother and sister, or aunt and nephew, whether the relationship is by half or whole blood.

## CEREMONY OPTIONS:

1. **Self Ceremony:** Couples may certify their own civil union (C.R.S. 14-15-112). Although the couple may certify their own civil union, a friend or relative may not certify the civil union unless they are authorized to perform civil unions.
2. **Civil Ceremony:** Others who can certify a civil union are judges, retired judges, magistrates, and public officials authorized to perform civil unions.

### Judge of a court (alphabetical order):

Bob Grueter	970-379-9282
Brooke Peterson	970-925-2619
Pip Porter	970-948-2186 –OR- 970-925-6840

3. **Religious Ceremony:** Or, the civil union may be certified in accordance with any mode of certification recognized by a religious denomination or Indian Tribe or Nation. Only authorized individuals may certify a civil union. Clergy from out-of-state need not be registered in Colorado. Churches of the various denominations can be found in the phone book.

## CIVIL UNION CERTIFICATES:

- The person(s) certifying the civil union shall complete the civil union certificate form and forward it to the Clerk & Recorder's Office to be officially recorded within sixty-three days (63) after certifying to avoid late fees.
- Civil Union certificates must include the county and location where the civil union took place, the date of the civil union, the officiating party's signature and title and the civil union party's signatures.
- Witnesses are NOT required in the State of Colorado.

## CIVIL UNION LICENSE/CERTIFICATE COPIES:

- Copies of civil union license/certificates are available at the Pitkin County Clerk's Office for \$0.25. A certified copy is \$1.25.
- Submit copy requests including the name of the participants and ceremony date to:  
Pitkin County Clerk & Recorder  
534 E Hyman Ave – Lower Level  
Aspen, CO 81611
- You can make a request to verify a civil union on the Colorado Department of Public Health and Environment web site at:

<http://www.colorado.gov/cs/Satellite/CDPHE-CHEIS/CBON/1251641916054>