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

Considerations:

- Social Security: Social Security website: <u>www.ssa.gov</u> or call 1-800-772-1213
- 2. <u>Driver's License</u>: 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
- Voter Registration: Change your name for voter registration purposes at www.govotecolorado.com or print the form from our website and mail to us. www.adamscountyelections.org
- Passport: Visit <u>www.travel.state.gov</u> 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

Civil Union Information Guide



STAN MARTIN Adams County Clerk & Recorder

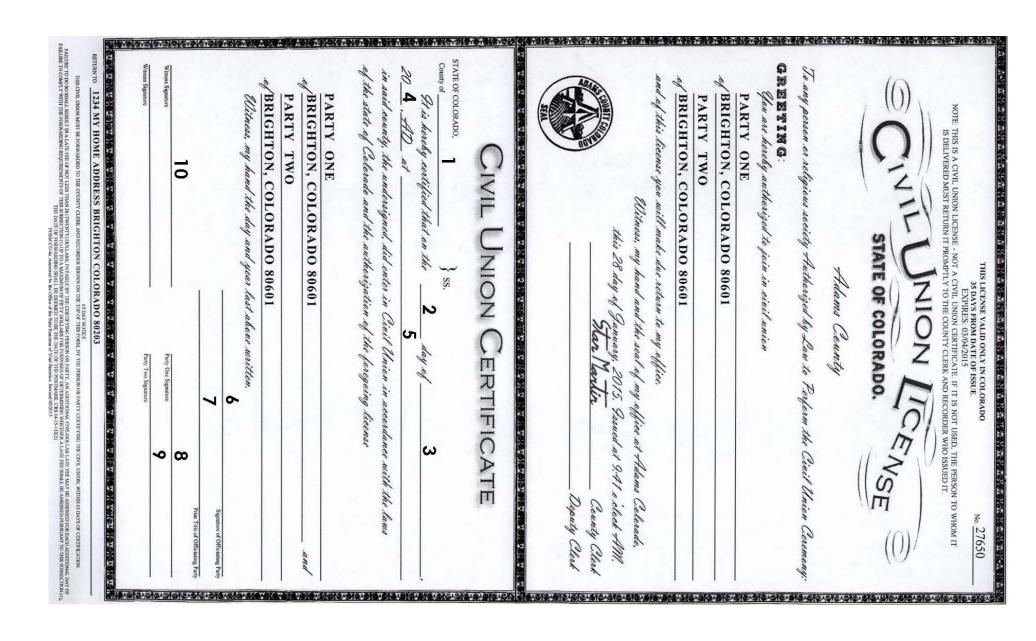
4430 South Adams County Pkwy Suite #E2400 Brighton, CO 80601 720-523-6020

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.



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

- 1. The county in which the certification was held.
- 2. The day of certification
- The property of (1) (1:15)
- 3. The month of certification
- 4. The year of certification.
- 5. 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)

- 8. Signature of party one.
- 9. Signature of party two.
- 10. 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.