



June 2016

PDF and funeral establishment software features, printing and margins are the same as previous version, so no changes are required at this time; however, the newest PDF version will be the only acceptable version for deaths occurring on and after January 1, 2017. When printing on your own paper ('self print'), the form need not contain the red line, it may be entirely black print. The form may be printed one page, back to back, or two pages. If printing two pages, the decedent's name must be completed on page two. This should be completed by the funeral establishment but may be completed by the local vital statistics office, if they choose.

2016 Self Print Acceptability

- 2016 'self print' version via PDF will be acceptable immediately upon release. There are three changes to the front of the document: 1. Civil union under marital status and 2. Same sex parentage titles and 3. Resomation changed to Alkaline Hydrolysis. There are also changes to the back. Both pages (or one page, back to back) must be submitted for registration.
- Printing may be on standard paper. Printing may not be on colored paper.
- Printing may be entirely in black ink. Colored print is not required.
- All previous requirements on size, margins, colored pen use, etc. continue to apply. These are available as the 2015 Death Certificate Revision Instructions at <https://sites.google.com/a/state.co.us/cdphevitalrecords411/death-literature>.
- For funeral establishments using software, the updates of the form must be made for records submitted for deaths occurring on and after January 1, 2017.

2016 Completion Instructions

Funeral establishment

- If the information on the front of the document for Race and Hispanic Origin clearly and unquestionably translate to one or more checkboxes on the back of the document, the back need not be completed. If there is any question, please complete the back as well. Education entries for 12 grade, high school and higher are more detailed. Please either use the new instructions/entries or also complete the appropriate checkbox on the back. Please expect that the state and/or local vital records office may ask questions to ensure clarity.
- If printing two pages, you must add the decedent name to page two.

Coroner office

- If a transportation injury is indicated, and the checkbox descriptor is included on the front of the document, the back need not be completed. If there is any question, please complete the back as well. Please expect that the state and/or local vital records office may ask questions to ensure clarity.

Local vital statistics office

- Please ensure these four fields, on the back or second page of the record, are clearly completed on the front of the document and, if needed, they are also completed on the back.
- In cases where the back/second page is completed during the registration process, regardless of who completes it, the alteration form need not be completed. The alteration form need not be completed for cross-outs/corrections to the checkboxes on the back. The alteration form need only be completed when information is erased or changed on the front of the document.
- If a record is printed on two pages, the decedent name must be on page two. You may return to the funeral home for completion or elect to complete it. Both sides/pages must be submitted to the state vital records office.