

## Absentee Affidavit Instructions

**“STATE OF COLORADO County of \_\_\_\_\_”:** Enter the Colorado County in which the form will be notarized. If notarized in a different state, change “State of Colorado” to the correct state and provide the county where the signature will be notarized.

**Legal Name:** Enter applicant’s first, middle and last name. The name must be written exactly how it appears on the copy of the ID that is being provided to our office.

**Previous Married Name:** If applicant has been previously married enter married last name only.

**Suffix:** Enter Jr., Sr., 2<sup>nd</sup>, 3<sup>rd</sup>, etc., only if this information is on the ID.

**Address:** Enter applicant’s current residence. Do not enter a PO Box.

**Birth Date:** Enter applicant’s birth date. This must match what is on the copy of the ID provided.

**Last name at birth if different:** Enter applicant’s last name, only if the current last name of the applicant is different than the last name at birth (adopted, married.)

**Social Security number:** Enter your social security number if you have one. If you don’t have one you must complete the “Social Security Affidavit” form.

**City & State of Birth:** Enter applicant’s City and State of birth. If born outside the US, enter City and Country.

**Father:** Enter the applicant’s father’s name as first, middle, and last name.

**City & State:** Enter CURRENT city and state where father is living. If unknown, enter unknown, and if deceased enter deceased.

**Mother:** Enter the applicant’s mother’s first, middle, last name, and maiden name. Add parentheses around maiden name.

**City & State:** Enter CURRENT city and state where mother is living. If unknown, enter unknown, and if deceased enter deceased.

**Present Marital Status:** Circle the applicant’s current marital status. Single (never been married), Widowed, Divorced/Dissolved, or already married to the other applicant. If divorced/dissolved, we need the EXACT day, month, year, city, state and type of court (examples are District, Family, etc...) that the divorce/dissolution was finalized.

**Proof of Age:** Circle the ID used on the form. A copy of that same ID must be provided with the affidavit. See list of acceptable IDs below.

**Acceptable ID’s:** Valid Driver’s License issued in the United States • Valid Passport • Valid US Passport Card used for re-entry to US from Canada, Mexico & the Caribbean) • Birth Certificate (an original or certified copy) • Valid State ID • Certificate of Naturalization • Department of Corrections ID • Military ID • Valid Permanent Registration Card • Social Security card may be used as a secondary ID for the name of the applicant (we MUST take the name as it appears on the ID).

**Applicant Signature:** Applicant must sign the affidavit in the presence of a notary. THE FORM MUST BE NOTARIZED.