



COMMONWEALTH OF KENTUCKY  
STATE REGISTRAR OF VITAL STATISTICS



APPLICATION FOR A CERTIFIED COPY OF BIRTH CERTIFICATE  
Certificates of Birth that occurred in Kentucky since 1911 are on file in this office

Please Print or Type Sections 1 through 13.

BIRTH CERTIFICATE INFORMATION					
1. Full Name at Birth	<i>First</i>		<i>Middle</i>		<i>Last</i>
2. Date of Birth	<i>Month</i>	<i>Day</i>	<i>Year</i>	<i>Sex</i>	<i>Age Last Birthday</i>
3. Place of Birth	<i>Kentucky City or Town</i>		<i>Kentucky County</i>	<i>Name of Hospital</i>	
4. Mother's Maiden Name	<i>First</i>		<i>Middle</i>		<i>Last</i>
5. Father's Name	<i>First</i>		<i>Middle</i>		<i>Last</i>
6. If this child has been adopted, please give original name if known			<i>First</i>		<i>Last</i>
7. What is your relationship to the person whose certificate is being requested?					<i>Relationship</i>
8. Requestor's Printed Name			<i>First</i>		<i>Last</i>
9. Requestor's Phone Number	<i>Phone Number With Area Code</i>				
10. Requestor's Mailing Address	<i>Street Address</i>				
11. Requestor's City, State, Zip	<i>City, State, Zip</i>				
12. Requestor's Signature					

DO NOT WRITE IN THIS SPACE	
Volume	
Certificate	
Year	
Date	
Searched by	

### 13. FEES – NON REFUNDABLE

A fee is to be paid for certified copies or records, **or** for a search of the files or records when no copy is available. The fee for a certified copy of a birth certificate is \$10.00 U.S. Additional copies are \$10.00 U.S. each. Make check or money order payable to "Kentucky State Treasurer." **This fee is non refundable.**

\_\_\_\_\_ Certified Copies @ \$10.00 each = \$ \_\_\_\_\_  
**How many** **Total payment**

### Certificates may also be ordered by the following methods:

**In Person:** The Office of Vital Statistics is located at 275 East Main Street in Frankfort. Visit our lobby and complete an application for a certified copy of a birth, death, marriage or divorce certificate from 8 a.m. to 4:30 p.m. Eastern Standard Time (EST), Monday through Friday, excluding official state holidays. Orders received after 3:30 p.m. Eastern time will be processed the next business day.

**Internet:** Certificates may be ordered on the internet using a credit card (Visa, MasterCard, Discover or American Express) or check. An additional charge card fee will apply. This is in addition to the fee for each certified copy requested. Certificates requested via internet at this website: <https://www.vitalchek.com/birth-certificates/kentucky/kentucky-office-of-vital-statistics> may be returned by overnight courier for an additional shipment fee (if that record is available).

**Telephone:** Orders may be placed by telephone using a credit card (Visa, MasterCard, Discover or American Express) or check. An additional processing fee will apply. This processing fee is in addition to the fee for each certified copy requested. Certificates requested via telephone may be returned by overnight courier for an additional fee. The telephone number to place your order is (800) 241-8322, choose option 1.

**Mail:** Orders are accepted by mail, using a check or money order in U.S. dollars drawn on a U.S. bank for payment. It can take up to 30 working days to process your request from the date payment is posted. Mail application and payment to Vital Statistics, 275 East Main Street 1E-A, Frankfort, KY 40621. The Office of Vital Statistics telephone number is (502) 564-4212.

**Drop Box:** The Office of Vital Statistics installed a drop box at the visitor entrance at 275 E. Main St., Frankfort for applications for certified copies of birth, death, marriage and divorce certificates. Blank applications are provided on the drop box.