

## **How to Order Certificates**

Only the state Office of Vital Statistics issues certified copies of certificates. No records of events, which occurred outside of Kentucky, are available from the Kentucky Office of Vital Statistics. Applications for birth and death certificates are provided to the general public by the local registrar. The state office provides applications for marriage and divorce certificates. School systems, post offices, libraries, and other agencies request birth applications in bulk certain times of the year. It is the local registrar's responsibility to keep plenty of the applications on hand and to notify these agencies any time the fees change.

Kentucky is an open record state. Anyone who pays the proper search fee and includes the required information to identify the record may obtain a certified copy.

The Office of Vital Statistics began registering birth and death records in January 1911. The registration of marriage and divorce records began in June 1958. The following fees shall be charged for any search or copy of a record:

<b>BIRTH</b>	<b>\$10.00</b>
<b>DEATH</b>	<b>\$6.00</b>
<b>STILLBIRTH</b>	<b>\$6.00</b>
<b>MARRIAGE</b>	<b>\$6.00</b>
<b>DIVORCE</b>	<b>\$6.00</b>

### **To Order by Phone**

To order certificates by phone, a customer may call toll free(800) 241- 8322. Orders will be accepted 24 hrs a day, 7 days a week. There is an additional fee for this service. In addition, UPS is available for overnight and weekend delivery. An additional fee applies for this service.

## **To Order in Writing**

**Birth Certificates** - A written request for a birth certificate may take up to approximately thirty (30) working days to process. Written requests must include a check or money order in the correct amount, made payable to the Kentucky State Treasurer. A completed application (VS-37), or a written request, should include the full name at birth, date of birth, county or city of birth, mother's full birth name, and father's name.

**Stillbirth Certificates** - A written request for a stillbirth certificate may take up to approximately thirty (30) working days to process. Written requests must include a check or money order in the correct amount, made payable to the Kentucky State Treasurer. A completed (VS-32), or a written request, should include the full name at birth, date of event, place of death, and mother's maiden name.

**Death Certificates** - A written request for a death certificate may take up to thirty (30) working days to process. Include with the request, a check or money order made payable to the Kentucky State Treasurer for the correct amount. A completed application (VS-31), or a written request, should include the decedent's name, date of death, and county of death.

**Marriage/Divorce Certificates** - A written request for marriage or divorce certificates may take up to thirty (30) working days to process. The Office of Vital Statistics has on file marriage certificates from June 1958 to the present. Copies of marriage certificates prior to June 1958 can be obtained from the County Court Clerk's office in the county where the license was issued. Copies of divorce certificates prior to June 1958 can be obtained from the Circuit Court Clerks' Office that granted the decree. When ordering from the Office of Vital Statistics, include with the request, a check or money order payable to the Kentucky State Treasurer. A completed application (VS-230), or written request, should include the husband's and wife's name, the county where the license or decree was granted, and the date of the event.

## **Where to Send Requests**

Requests for certificates are to be mailed to: Office of Vital Statistics, 275 East Main Street 1E-A, Frankfort, Kentucky 40621.

## **To Order In Person**

An applicant may come directly to the Office of Vital Statistics and receive certified copies approximately one (1) hour after the request is processed. Office hours are 8:00 AM to 4:30 PM, Eastern Time, Monday through Friday. **It is important that the applicant be in the office no later than 3:30 PM to receive same day service.**

**AUTHORITY: KRS 213.031(1), KRS 213.136(1), (2), KRS 213.141, 901KAR5:050**

PLACE OF EVENT	ADDRESS	CITY	ZIP	TELEPHONE
ALABAMA	P O BOX 5625	MONTGOMERY	36103-5625	334-206-5418
ALASKA	P O BOX 110675	JUNEAU	99811-0675	907-465-3391
ARIZONA	P O BOX 3887	PHOENIX	85030	602-364-1300
ARKANSAS	P O BOX 8184	LITTLE ROCK	72203-8184	866-209-9482
CALIFORNIA	P O BOX 997410 MS:5103	SACRAMENTO	95899-7410	916-445-2684
COLORADO	4300 CHERRY CREEK DR S	DENVER	80246-1530	303-692-2200
CONNECTICUT	P O BOX 340308	HARTFORD	06134-0308	860-509-7700
DELEWARE	417 FEDERAL ST	DOVER	19901	302-744-4549
DIST OF COLUMB	825 N CAPITOL ST NE, 1 <sup>ST</sup> FLOOR	WASHINGTON DC	20002	202-671-5000
FLORIDA	P O BOX 210	JACKSONVILLE	32231-0042	904-359-6900
GEORGIA	2600 SKYLAND DRIVE NE	ATLANTA	30319-3640	404-679-4701
HAWAII	P O BOX 3378	HONOLULU	96801	808-586-4539
IDAHO	P O BOX 83720	BOISE	83720-0036	208-334-5988
ILLINOIS	605 W JEFFERSON ST	SPRINGFIELD	62702-5097	217-782-6553
INDIANA	6 WEST WASHINGTON ST	INDIANAPOLIS	46204	317-233-2700
IOWA	LUCASSTATE OFFICE BLDG, 1 <sup>ST</sup>	DES MOINES	50319-0075	515-281-4944
KANSAS	900 SW JACKSON	TOPEKA	66612-2221	785-296-3253
KENTUCKY	275 E MAIN ST 1E-A	FRANKFORT	40621-0001	502-564-4212
LOUISIANA	P O BOX 60630	NEW ORLEANS	70160	504-219-4500
MAINE	11 STATE HOUSE STATION, 244 WATER ST	AUGUSTA	04333-0011	207-287-3181
MARYLAND	6550 REISTERSTOWN RD, REISTERSTOWN RD PLAZA	BALTIMORE	21215	410-764-3038
MASSACHUSETTS	150 MT VERNON ST, 1 <sup>ST</sup> FLOOR	DORCHESTER	02125-3105	617-740-2600
MICHIGAN	P O BOX 30721	LANSING	48909	517-335-8666
MINNESOTA	P O BOX 64882	MINNEAPOLIS	55164-0882	651-201-5970
MISSISSIPPI	P O BOX 1700	JACKSON	39215-1700	601-576-7981
MISSOURI	P O BOX 570	JEFFERSON CITY	65102-0570	573-751-6400
MONTANA	P O BOX 4210	HELENA	59604	406-444-2685
NEBRASKA	P O BOX 95065	LINCOLN	68509-5065	402-471-2871
NEVADA	505 E KING ST #102	CARSON CITY	89701-4749	775-684-4242
NEW HAMPSHIRE	29 HAZEN DR	CONCORD	03301-6527	603-271-4650
NEW JERSEY	P O BOX 370	TRENTON	08625-0307	609-292-4087
NEW MEXICO	P O BOX 26110	SANTA FE	87502	505-827-2338
NEW YORK	CERTIFICATION UNIT POB 2602	ALBANY	12220-2602	518-474-3075
NEW YORK CITY	125 WORTH ST CN 4 RM 133	NEW YORK	100134090	212-788-4520
NORTH CAROLIN	1903 MAILSERVICECENTER	RALEIGH	27699-1903	919-733-3526
NORTH DAKOTA	600 E BOULEVARD AVE, DEPT 3	BISMARCK	58505-0200	701-328-2360
OHIO	POB 15098	COLUMBUS	43215-0098	614/466-2531R
OKLAHOMA	POB 53551	OKLAHOMA CITY	73152	405/271-4040
OREGON	POB 14050	PORTLAND	97293-0050	503/731-4095R
PENNSYLVANIA	POB 1528	NEW CASTLE	16103	724/656-3100
RHODEISLAND	3 CAPITOL HILL RM 101	PROVIDENCE	02908-5097	401/222-2811
SOUTH CAROLIN	2600 BULL ST	COLUMBIA	29201	803/734-4830
SOUTH DAKOTA	600 E CAPITOL AVE	PIERRE	57501-2536	605/773-3355R
TENNESSEE	421 5 <sup>TH</sup> AVE N	NASHVILLE	37247-0450	615/741-1763
TEXAS	POB 12040	AUSTIN	78711-2040	512/458-7111R
UTAH	POB 141012	SALTLAKECITY	84114-1012	801/538-6105R
VERMONT	POB 70	BURLINGTON	05402	802/863-7275
VIRGINIA	POB 1000	RICHMOND	23218-1000	804/662-6200
WASHINGTON	POB 9709	OLYMPIA	98507-9709	360/236-4300
WEST VIRGINIA	CAPITOL COMPLEX BLDG 3	CHARLESTON	25305	304/558-2931
WISCONSIN	POB 309	MADISON	53701	608/266-1371R
WYOMING	HATHAWAY BLDG	CHEYENNE	82002	307/777-7591

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## **How to Apply for Foreign Births and Deaths**

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### **Consular Report of Birth Abroad (FS-240)**

A document issued by an American embassy or consulate reflecting the facts of a birth abroad of a child acquiring U.S. citizenship at birth through one or both parents. This record is acceptable as proof of birth and U.S. citizenship for all legal purposes. An original FS-240 is prepared only at an American consular office overseas while the child is under the age of 18.

### **Certification of Report of Birth (DS-1350)**

If a birth was recorded in the form of a Consular Report of Birth, a Certification of Report of Birth (DS-1350) can be issued. The DS-1350 contains the same information as the Consular Report of Birth and is acceptable for all legal purposes. The DS-1350 is not issued overseas.

### **Report of the Death of an American Citizen (OF-180)**

A document issued by an American embassy or consulate reflecting the facts of a death abroad of an American citizen. The document is based upon the local death certificate.

### **How To Apply For A Certified Copy**

**Births** The DS-1350 or a replacement FS-240 can be obtained by writing to:

**Passport Correspondence Branch**  
**1111 19<sup>th</sup> Street, N.W. Suite 510**  
**Washington, D.C. 20524**  
**Telephone 202-955-0307**

A written request should include all pertinent facts of the occasion. For a birth, the request should include:

- (1) Full name of child at birth (plus any adoptive names);
- (2) Date and place of birth;
- (3) Names of parents;
- (4) Serial number of FS-240 (on FS-240s issued after November 1, 1990);
- (5) Any available passport information;
- (6) Signature of requestor and relationship to the subject, return address, and phone number;
- (7) A check or money order payable to the U.S. Department of State. The fee is \$20.00 for the first copy and \$10.00 for each additional copy of the DS-1350. The fee for one FS-240 is \$40.00.
- (8) Notarized affidavit for a replacement FS-240 (if applicable).

Documents are issued only to the subject, subject's parents or legal guardian. Most requests can be processed within four (4) to eight (8) weeks. Overnight delivery can save approximately ten (10) days processing time. Overnight return via Federal Express is available for an additional fee or the requestor may provide a pre-paid air bill for the carrier of choice.