



**KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
 CENTER FOR HEALTH AND ENVIRONMENTAL STATISTICS
 OFFICE OF VITAL STATISTICS
 1000 SW JACKSON, SUITE 110, TOPEKA, KS 66612-2221
 CUSTOMER SERVICE HOURS 9:00 TO 4:00, MONDAY THROUGH FRIDAY
 PHONE (785) 296-1400**



**APPLICATION FOR CERTIFIED COPY OF BIRTH CERTIFICATE
 BIRTH CERTIFICATES ARE ON FILE FROM JULY 1, 1911 TO PRESENT**

THIS REQUEST MAY BE REJECTED UNLESS ALL ITEMS ARE COMPLETED AND CORRECT FEES SUBMITTED

YOUR NAME (PLEASE PRINT) _____

YOUR MAILING ADDRESS _____

CITY STATE ZIP CODE

REASON FOR REQUEST (PLEASE BE SPECIFIC) _____

YOUR DAYTIME TELEPHONE NUMBER _____

YOUR RELATIONSHIP TO PERSON NAMED ON CERTIFICATE _____

YOUR IDENTIFICATION NO. (REQUIRED-SEE REVERSE SIDE) _____

NUMBER OF CERTIFICATES REQUESTED

FEE INFORMATION ON REVERSE SIDE

_____ CERTIFIED COPIES _____ *WALLET-SIZE _____ TOTAL FEE

NAME ON RECORD _____

FIRST MIDDLE LAST

DATE OF BIRTH ____ - ____ - ____ PRESENT AGE OF THIS PERSON _____ RACE _____

MONTH DAY YEAR DATE OF DEATH, IF APPLICABLE _____ SEX: M F

PLACE OF BIRTH _____

CITY COUNTY STATE HOSPITAL

MOTHER'S NAME _____ BIRTHPLACE _____

FIRST MIDDLE MAIDEN

FATHER'S NAME _____ BIRTHPLACE _____

FIRST MIDDLE LAST

ADOPTED? YES NO Is request for record before adoption? YES NO

**(See Reverse side)

ORIGINAL NAME, IF KNOWN _____

I HEREBY DECLARE THAT AS THE APPLICANT FOR A CERTIFIED COPY OF THE CERTIFICATE DESCRIBED ABOVE, I HAVE DIRECT INTEREST IN THE MATTER RECORDED AND THE INFORMATION THEREIN CONTAINED IS NECESSARY FOR THE DETERMINATION OF PERSONAL OR PROPERTY RIGHTS.

PURSUANT TO K.S.A 65-2422d (c), CERTIFICATES ARE NOT OPEN TO PUBLIC INSPECTION.

YOUR SIGNATURE _____ TODAY'S DATE _____

PLEASE ENCLOSE A BUSINESS SIZE SELF-ADDRESSED STAMPED ENVELOPE.

ONE IDENTIFICATION IS REQUIRED OF PERSON COMPLETING FORM

DO NOT send original ID with application

List number on front of form or send photocopy.

Examples of acceptable ID:

- | | |
|--|-------------------------------------|
| 1. Driver's License (state and #, or copy) | 4. Employment ID (firm and #) |
| 2. Picture ID Card (state and #, or copy) | 5. Payroll Stub |
| 3. Social Services ID (state and #) | 6. Social Security Card (# or copy) |

FEE INFORMATION

BIRTH CERTIFICATES ARE ON FILE FROM July 1, 1911 TO PRESENT

K.A.R. 28-17-6 requires the following fee(s).

\$11.00 for 1 certified copy or wallet size and

\$6.00 for each additional certified copy OR card of the same record ordered at the same time.

The correct fee must be submitted with the request.

This fee allows a 5 year search of the records - the year indicated and two years before and two years after, or you may indicate the 5 year period you want searched.

IF THE CERTIFICATE IS NOT LOCATED A \$11.00 FEE MUST BE RETAINED FOR THE SEARCH.

Make checks or money orders payable to KANSAS VITAL STATISTICS. For your protection do not send cash.

Fees expire 12 months from date period.

Multiple requests may be handled and mailed separately.

Please enclose a business size self-addressed stamped envelope for each request.

***Birth Registration cards may not be acceptable identification for passports, travel, social security or driver's license.**

NOTE: The birth registration card does not contain parental information nor an embossed seal (contains ink seal only).

**** When an adoption has occurred, the biological family may not have a legal right to the adoptee's record nor may the adoptee have a legal right to the biological family's records.**

If legal guardianship has been established through the courts, please send copy of guardianship papers.

If name change has occurred, please send copy of court order or proof of original name.

WARNING: COPYING OR ALTERING PROHIBITED. Except as authorized by the Uniform Vital Statistics Act, no person shall prepare or issue any certificate (vital record) which purports to be an original, certified copy or copy of a certificate [K.S.A. 65-2422d.(g)]. Any person who willfully makes or alters any certificate or certified copy, except as authorized by the Uniform Vital Statistics Act, shall be fined or imprisoned, or both. [K.S.A. 65-2434.(1)].