



# Application for Certified Copy of Kansas Birth Certificate



Wallet cards are no longer available as of July 1, 2012

\* PLEASE NOTE BIRTH CERTIFICATES ARE ON FILE FROM JULY 1, 1911 TO PRESENT

Name of Requestor: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(person requesting the certificate)

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reason for Request (PLEASE BE SPECIFIC): \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Requestor:  \_\_\_\_\_ Phone Number: \_\_\_\_\_

**\*IMPORTANT:** The person requesting the vital record **must** submit a copy of **their identification**. See list on reverse side.

### Relationship to person on the Certificate? (Check one)

Self	Father	Maternal Grandparent	Paternal Uncle
Mother	Brother	Paternal Grandparent	Maternal Uncle
Sister	Son	Legal Guardian(submit custody order)	Paternal Aunt
Current Spouse	Daughter	Other (specify) _____	Maternal Aunt

### Fees

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

The correct fee must be submitted with the request. The fee for certified copies of birth certificates is \$15.00 for one certified copy and \$15.00 for each additional certified copy of the same record ordered at the same time. This fee allows a 5-year search of the records, including the year indicated plus two years before and two years after, or you may indicate the consecutive 5-year period you want searched. You may specify more than one 5-year span, but each search will cost \$15.00.

**\* IF THE CERTIFICATE IS NOT LOCATED, A \$15.00 FEE MUST BE RETAINED BY THIS DEPARTMENT FOR THE RECORD SEARCH.**

Make checks or money orders payable to Kansas Vital Statistics. For your protection, do not send cash.

### Birth Information

Name on Certificate at Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_  
*City, County, State ( must be in Kansas )*

Hospital of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_ Current Age of this person: \_\_\_\_\_  
(If Applicable)

Full Maiden name of Mother: \_\_\_\_\_ Birthplace of Mother: \_\_\_\_\_

Full Name of Father: \_\_\_\_\_ Birthplace of Father: \_\_\_\_\_

Number of copies ordered: \_\_\_\_\_ \$15 per certified copy \$Total: \_\_\_\_\_

### Adoption Information

If your name has changed since birth due to an adoption, court order, or any reason other than marriage, please list changed name here:

Adopted?	Yes	No
Is request for record before adoption?	Yes	No

Name after Change: \_\_\_\_\_

### \*Requirements-Read before turning in application



- 1) This request form **must** be completed.
- 2) Enclose a copy of both front and back of a current legal photo ID (see back for list of acceptable ID's)
- 3) Enclose appropriate fees
- 4) Person **requesting** to receive a birth certificate **must sign above**.
- 5) If submitting by mail, enclose a self-addressed stamped envelope

\*Request will be returned if the above steps are not completed correctly.

**Walk-in Hours:**  
Mon-Fri 9:00a.m.-4:00 p.m.

Kansas Office of Vital Statistics  
1000 SW Jackson Suite 120  
Topeka, KS 66612-2221

Office hours:  
Mon-Fri 8:00a.m.-5:00 p.m.  
Phone: 785-296-1400



# Detailed Information

## Identification

Requestor's current ID required To Get a Certificate:	Who's Eligible to Obtain <u>Most</u> Certificates: <u>Must</u> provide ID and proof of direct interest
<p><b><u>ONE</u> form of Primary Documentation required from list below</b>  <b>Please make a copy of one of the following documents and send with the application. All documents <u>MUST</u> be signed, current and valid. All Identification must have both sides and be able to be read.</b></p> <ul style="list-style-type: none"> <li>◦ Photocopy of Government Issued Driver's License, Military ID, State ID card, Valid Passport and Visa's. (Not the credit/debit card)</li> <li>◦ Permanent resident card</li> <li>◦ Alien registration receipt card</li> <li>◦ Employment authorization card</li> <li>◦ Re-entry permit</li> <li>◦ Refugee Travel Document</li> <li>◦ VA Card (with intact photo)</li> <li>◦ Voter's registration card (Countries outside of the U.S.)</li> <li>◦ Certificate of Naturalization (with intact photo)</li> <li>◦ Resident Alien card</li> <li>◦ Concealed Carry handgun license</li> </ul> <p><b>* PLEASE NOTE MATRICULAS ARE NOT AN ACCEPTABLE FORM OF ID</b></p>	<p style="text-align: center;"><b>Eligibility</b></p> <p><i>By State law, vital records filed with this office are not open for public inspection and the requestor must meet eligibility requirements -- must be named on the record, an immediate family member, or someone who can provide legal proof the record is necessary for the determination of personal or property rights.</i>  <span style="display: block; text-align: right;">[K.S.A. 65-2422d]</span></p> <ul style="list-style-type: none"> <li>◦ Parents</li> <li>◦ Current Spouse</li> <li>◦ Adult Children</li> <li>◦ Grandparents</li> <li>◦ Siblings</li> <li>◦ Aunts/Uncles</li> <li>◦ Niece/Nephew</li> <li>◦ <b><u>Must</u></b> be age 18 or older</li> </ul> <p><i>If legal guardianship has been established through the courts, please provide a copy of the guardianship papers.</i></p>

**If you do not have a government issued photo ID, you must send photocopies of any two of the following: \*Photocopies must be of the complete document, able to be read and be the Requestor's with current address**

- Temporary Driver's License
- Social Security card (must be signed by card holder)
- Bank Statement with Requestor's current address
- Car Registration or Title with Requestor's current address
- Utility Bill with current address of Requestor and company letterhead with company name and address; not handwritten
- Current Pay Stub (must include your name, social security number plus name and address of business; not handwritten)
- Valid insurance card or policy of Requestor
- Valid health insurance card or policy of Requestor
- Parole document (book sheet) of Requestor
- Bureau of Indian Affairs Tribal ID card of Requestor
- Inmate ID of Requestor(along with a memo completed and signed by a counselor or parole officer)
- Filed Income Tax of Requestor with current address
- Letter to Requestor from Social Service Agency/Health Department or other government agency with current address
- Hospital or Health agency bill (with current address) of Requestor
- Court Documents of Requestor
- W-2 from Employer (with Requestor's current address)
- Letter from employer (with Requestor's current address)
- U.S. Voters registration card of Requestor

### Adoption

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.

### Read: IMPORTANT MISCELLANEOUS INFORMATION

- 1) Fees expire 12 Months from the date of the request.
- 2) MULTIPLE REQUESTS FOR DIFFERENT RECORDS MAY BE HANDLED AND MAILED SEPARATELY.

### WARNING: COPYING, ALTERING, or FRAUDULENT ACTIVITY 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 abstract or copy of a certificate [K.S.A. 65-2422d.(g)]. Vital records identity theft related to obtaining certificates or making, counterfeiting, altering, amending any certified copy of a vital record with the intent to sell or obtain for any purpose of deception a certified copy of a vital record is a severity level 8, nonperson felony. [K.S.A. 21-3830a (d) and K.S.A 21-3830a (e)].