

# Birth Certificate-How To Get (KY)

Birth certificates are vital to securing employment, attending school, or proving your citizenship. A birth certificate can also help you get a social security card, driver's license, state ID card, or passport.

## General Info:

- Cost: \$10 for each certified copy of a birth certificate. However, depending on how you request copies there are processing and shipping fees. Mailing a request is the cheapest option.
- Payment options include: credit, personal check, business check, money order, or cash. However, payment options depend on how you file your request. Any check or money order must be payable to the 'Kentucky State Treasurer.'
  - Needed for a personal check: check #, routing #, account #, driver's license #, and birthdate
  - Needed for a business check: check #, routing #, account #, and business phone #
- Certified birth certificates can be ordered on-line, or by phone, fax, mail, or in-person.
- Allow up to 30 business days for your birth certificate to arrive.
- Information needed to obtain your birth certificate:
  - Your full name at birth
  - Your birthday (day, month, and year)
  - The county you were born in
  - Your mother's maiden and first names
  - Your father's name (recommended but not required)
  - The address to which you want the birth certificate mailed and your phone number

## On-line Request:

- Go to: [www.vitalchek.com](http://www.vitalchek.com)
- Click on 'Order Now,' then click 'Birth Certificate.' Follow the prompts.
- There is a \$9.50 processing fee.
- Shipping Options:
  - UPS next-day air shipping is \$17.50 (provides tracking and takes 3-5 business days to process)
  - USPS regular mail is \$0.00 (no tracking or delivery insurance and takes 10 business days or more to process)
- Payment options: credit card (Visa, MasterCard, Discover, or American Express), personal check, or business check

## Phone Request:

- Call toll free (800) 241-8322
- There is a \$10.50 processing fee.
- Shipping Options:
  - UPS next-day air shipping is \$17.50 (provides tracking and takes 3-5 business days to process)
  - USPS regular mail is \$0.00 (no tracking or delivery insurance and takes 10 business days or more to process)
- Payment options: credit cards (Visa, MasterCard, Discover, or American Express) or personal check

## Fax Request:

- Download the fax request form: <https://www.vitalchek.com/birth-certificates/kentucky/kentucky-office-of-vital-statistics>
- Click the link provided under 'Fax Orders' at the bottom of the page.
- Fax completed form to: (866) 283-7477
- There is a \$10.50 processing fee.
- Shipping Options:
  - UPS next-day air shipping is \$17.50 (provides tracking and takes 3-5 business days to process)
  - USPS regular mail is \$0.00 (no tracking or delivery insurance and takes 10 business days or more to process)
- Payment options: credit cards (Visa, MasterCard, Discover, or American Express)

## Mail Request: (cheapest method)

- Download the request form: <https://www.vitalchek.com/birth-certificates/kentucky/kentucky-office-of-vital-statistics>
- Click the link provided under 'Fax Orders' at the bottom of the page to complete your mail request.
- Mail request will be processed within 30 business days.
- Mail request to: Office of Vital Statistics, 275 E. Main St., 1E-A, Frankfort, KY 40621.
- Include a return address on the envelope and on the application form.
- There is a \$0.00 processing fee.
- Shipping Options:
  - USPS regular mail is \$0.00 (no tracking or delivery insurance and takes 10 business days or more to process)
- Payment options: check or money order

## In-Person Request:

- Stop by the Vital Statistics Office at 275 E. Main St. in Frankfort between the hours of 8 a.m. - 3:30 p.m. Eastern time, Monday-Friday.
- Request may be processed on the same day received subject to workload and staffing. Any orders received after 3:30 p.m. EST will be processed the next business day.
- Payment options: cash or check

For additional assistance or information please check out the Kentucky Department for Public Health's Vital Statistics Office website at <https://chfs.ky.gov/agencies/dph/dehp/vsb/Pages/default.aspx> or call (502) 564-4212.