



## **IDENTIFICATION**

### **ID IS REQUIRED OF PERSON COMPLETING FORM**

Due to identity theft and other fraudulent use of vital records, acceptable ID is limited.  
DO NOT send original ID with application

**YOU MUST INCLUDE A PHOTOCOPY OF A GOVERNMENT (STATE OR FEDERAL) ISSUED PHOTO ID. THIS CAN BE ISSUED BY THE U.S. OR OTHER COUNTRY OF RESIDENCE.**

#### **ACCEPTABLE IDENTIFICATIONS INCLUDE:**

Photocopy of Driver's License	Photocopy of Passport or Visa
Photocopy of State ID Card	Photocopy of Military ID

**IF YOU DO NOT HAVE A GOVERNMENT ISSUED PHOTO ID, YOU MUST SEND PHOTOCOPIES OF ANY TWO OF THE FOLLOWING:**

Social Security Number	Utility Bill With Current Address
Bank Statement With Current Address	Pay Stub (must include you name, social security number plus name and address of business)
Car Registration or Title With Current Address	

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## **FEE INFORMATION**

**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 marriage licenses is \$12.00 for one certified copy and \$7.00 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 costs \$12.00.

**IF THE CERTIFICATE IS NOT LOCATED, A \$12.00 FEE MUST BE RETAINED FOR THE RECORD SEARCH.**

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

Fees expire 12 months from date of the request.

**MULTIPLE REQUESTS FOR DIFFERENT RECORDS MAY BE HANDLED AND MAILED SEPARATELY.**

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## **ELIGIBILITY**

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. [K.S.A. 65-2422d]

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## **WEBSITE**

For additional information, please access the web site at: <http://www.kdhe.state.ks.us/vital>

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## **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)].

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