

Ordering Birth Certificates

The Office of Vital Statistics has five methods available for making a request for a birth certificate: regular mail, priority mail, telephone, internet, and walk-in customer service. Detailed instructions are available at http://www.kdheks.gov/vital/birth_howto.html.

ORDERING METHOD	DESCRIPTION	COST	PROCESSING TIME
<u>WALK-IN</u>	Go to Curtis State Office Bldg., 1000 SW Jackson, Ste. 120, Topeka, KS 66612. Open 9 a.m. - 4 p.m. weekdays. Payment made by cash, check, money order, or credit card.	\$15 for 1 st copy, \$15 for each additional copy of same record ordered at same time.	Around 15 - 20 minutes provided there is no difficulty in locating the record
<u>INTERNET</u>	Access www.vitalchek.com any time. Payment made by credit card.	\$15 for 1 st copy, \$15 for each additional copy of same record ordered at same time PLUS \$11.00 expedited service fee.	Within 3 to 5 business days after receipt in our office
<u>TELEPHONE</u>	Call (785) 296-3253 between 8:00 a.m. and 4:00 p.m. Central Time weekdays. Payment made by credit card.	\$15 for 1 st copy, \$15 for each additional copy of same record ordered at same time PLUS \$11.00 expedited service fee.	Within 3 to 5 business days after receipt in our office
<u>REGULAR MAIL</u>	Send request by regular mail. Payment made by check or money order.	\$15 for 1 st copy, \$15 for each additional copy of same record ordered at same time.	Dependent upon current request volume - 5 to 10 business days
<u>PRIORITY MAIL</u>	Send by any type of priority mail service. Payment made by check or money order.	\$15 for 1 st copy, \$15 for each additional copy of same record ordered at same time.	Within 3 to 5 business days after receipt in our office