

COMMONWEALTH OF KENTUCKY
STATE REGISTRAR OF VITAL STATISTICS



BIRTH

****DCBS ELECTRONIC REQUEST****
CERTIFICATE OF LIVE BIRTH

Directions: Fill out Sections 1 and 2 completely, then submit the completed form to kyrise@ky.gov or if assistance is needed.

Section 1 BIRTH CERTIFICATE INFORMATION					
1. Full Legal Name of Registrant:	<i>First</i>	<i>Middle</i>	<i>Last</i>		
2. If child has been adopted, please provide original birth name, if known:	<i>First</i>	<i>Middle</i>	<i>Last</i>		
3. Date of Birth:	<i>Month</i>	<i>Day</i>	<i>Year</i>	<i>Sex</i>	<i>Age Last Birthday (<21)</i>
4. Place of Birth:	<i>Kentucky City or Town</i>	<i>Kentucky County</i>	<i>Name of Hospital</i>		
5. Mother's Maiden Name:	<i>First</i>	<i>Middle</i>	<i>Last</i>		
6. Father's Name:	<i>First</i>	<i>Middle</i>	<i>Last</i>		
7. Requestor (check):					
<input type="checkbox"/> Youth Email: _____ Phone Number: _____					

8. Birth Certificate to be: MAILED or PICKED-UP* (DCBS agent or child aging out of system only)

Section 2 MAILING ADDRESS (If Requesting Birth Certificate to be Mailed)		
9. Address:	10. City:	
11. County:	12. State:	13. Zip:

Section 3 Below Completed by DCBS Staff Only:			
If being requested by Youth (To be completed by DCBS Rep)			
DCBS Verifier's Information			
14. Full Name:	<i>First</i>	<i>Middle</i>	<i>Last</i>
15. DCBS Representative's Title:	16. Address:		
17. Primary Phone Number:	18. Phone Extension:		
19. Verifier's Signature:			20. Date:
21. Youth's DCBS Case Number:			

DO NOT WRITE IN THIS SPACE	
Volume	
Certificate	
Year	
Date	
Searched by	

KRS 213.141 Fee for Certified Copies
213.141 (4)(c) No fee or compensation shall be allowed or paid for furnishing a certificate of birth to a child who is in the custody of or committed to the cabinet, including a child who has extended commitment to the cabinet in accordance with KRS 610.110(6).

_____ Certified Copies @ \$0.00 each = \$ Fee Exempt
How many **Total payment**

KRS 610.110(6) Disposition of case:

KRS 610.110(6) Disposition of case. Upon motion of the child and agreement of the Department of Juvenile Justice or the cabinet, as appropriate, the court may authorize an extension of commitment **up to age twenty-one (21)** for the purpose of permitting the Department of Juvenile Justice or the cabinet, as appropriate, to assist the child in establishing independent living arrangements if a return to the child's home is not in his or her best interest.

Instructions for the VS-37-DCBS Fillable (birth Certificates) Request Form

To be used specifically and only for children in KY State Custody.

The **VS-37-DCBS** fillable form was created by the **Office of Vital Statistics (OVS)** for use by **DCBS** case workers, **PCC facilities**, and **assigned youth (under the age of 21)** who are in custody of or **committed** to the **Cabinet of Health and Family Services (CHFS)**. This includes children who have extended commitment to the Cabinet in accordance with **KRS 610.110**.

Statutory Authority for Fee-Exempt Birth Certificates

Kentucky Revised Statutes mandating requirements for **fee-exempt birth certificates** include:

KRS 213.141 – Fee for certified copies of certificates or records or for a search of records – Exemptions. (4)(c)

No fee or compensation shall be allowed or paid for furnishing a certificate of birth to a child who is in custody of or committed to the cabinet, including a child who has extended commitment to the cabinet in accordance with **KRS 610.110(6)**.

KRS 610.110 – Disposition of case. (6) Upon motion of the child and agreement of the Department of Juvenile Justice or the cabinet, as appropriate, the court may authorize an extension of commitment up to age twenty-one (21) for the purpose of permitting the Department of Juvenile Justice or the cabinet, as appropriate, to assist the child in establishing independent living arrangements if a return to the child's home is not in his or her best interest.

The **VS-37-DCBS** is a **fillable electronic form** to be used **solely for ordering fee-exempt birth certificates** for children who meet the statutory requirements of **KRS 213.141** and **KRS 610.110**.

Form Completion and Submission Instructions

1. Form Format

This is a fillable form and may be completed electronically or printed and completed legibly.

2. Who Completes Which Sections

- The Youth or DCBS Worker may complete Fields 1–13.
- The DCBS Case Worker must complete Fields 14–21 and electronically sign on Line 19.

3. Required Fields

- Required fields are highlighted in red.
- These fields are mandatory for the Office of Vital Statistics (OVS) to conduct a search for birth certificates.

4. Signature Requirement

- The signature on Line 19 may be electronic or handwritten (printed and signed).
- Forms submitted without the required signature will be rejected.

5. Submission Workflow

- If the form is initiated by the Youth the partially completed form must be emailed to kyrise@ky.gov.
- After review, completion, and signature by the DCBS Case Worker, the completed form must be emailed to OVS to fulfill the fee-exempt request.
- Email the completed form to: CHFSDCBS.FERequest@ky.gov.

6. Incomplete or Invalid Forms

- If required fields are left blank, or if the electronic signature is missing, OVS will reject the form and return it for correction.

Please call OVS at (502) 564-4212 if you have any questions.