

## How to File a Delayed Certificate of Birth

The enclosed Delayed Certificate of Birth form is used to record a birth that occurred in Kansas and that for some reason has not been filed with the Office of Vital Statistics. If you are now 65 (or older) and are required to submit proof of age to qualify for retirement benefits, we recommend that you contact your:

- Local Social Security office,
- Railroad Retirement Board, or
- Company that may be providing your retirement benefits.

Any of the above offices can advise you of their proof of age requirements. You may not be required to provide a delayed birth record. However, if you do need to obtain a Delayed Certificate of Birth, please follow the instructions below.

### Requirements and Instructions

Please follow these instructions carefully – help us give you the best service in the shortest amount of time.

1. Complete the top half of the Delayed Certificate of Birth in **black ink** or use a **typewriter**.
2. Take the form to a notary public and sign your present legal name in the notary public's presence on the Signature of Registrant line.  
Note: If you are under 18 years of age, a parent must sign the notarized statement. The notary will then sign the certificate, indicate the commission expiration date, and apply the notary seal. This procedure will represent your sworn statement that the facts are true to the best of your knowledge.
3. **Do not write** anything anywhere else on the Delayed Certificate of Birth.
4. Obtain two documents that state your correct age or birth date. These documents must be at least five years old (they must have a date on them that is more than five years prior to the current date). At least one document must state your birthplace as Kansas and one document must include the name of at least one parent.
5. Obtain two affidavits (use the reverse side of the Delayed Certificate of Birth) from two persons at least five years older than you who have actual knowledge of the date and place of your birth. Affidavits may be provided by the attending physician, midwife, parent(s), or older relative(s). Affidavits must be signed in the presence of a notary public. **If you are unable to get one or both affidavits, substitute with additional documents (described in 4. above).**
6. When you have the:
  - ✓ Completed and notarized Delayed Certificate of Birth,
  - ✓ Two documents (at least five years old) proving your age, birthplace, and parental information,
  - ✓ Affidavits (or further documentation),

Then you must submit the original documents or certified copies of the original documents to the Office of Vital Statistics. Uncertified photocopies are not acceptable. All documents and certified copies of documents will be returned with exception of the affidavits.

Office of Vital Statistics  
1000 SW Jackson Street, Ste 120  
Topeka, Kansas 66612-2221

7. There is a \$20.00 filing fee that you must send with the documentation mentioned in 6 above. There is also a charge of \$15.00 for a certified copy of your Delayed Certificate of Birth. If you have already submitted the certified copy fee, you do not need to send it again. You can send a copy of the receipt instead. (All fees expire 12 months from date paid.)

## Suggested Documents

The following is a list of documents you may use to file the Delayed Certificate of Birth. These documents generally state date and place of birth. Some of them may provide the necessary information about your parent's names. Again, the documents or records selected must be dated at least five years prior to the current date and **must** state your age or date of birth. Do not send a photocopy; send only the **original** document or a **certified copy** of the **original** document. Original documents and certified copies will be returned to you.

1. **Social Security Record.** Contact the Social Security Administration at: Social Security Administration, OEO FOIA Workgroup, 300 N. Green Street, P.O. Box 33022, Baltimore, Maryland 21290-3022. You must request a “**Computer Extract of Social Security Number Application, SSN Provided**”. For more information, please visit: [www.socialsecurity.gov/foia/](http://www.socialsecurity.gov/foia/)
2. **Federal Census.** Census before 1930: A copy may be obtained from the National Archives at 700 Pennsylvania Avenue NW, Washington DC. 20408 or call (202) 357-5400. Census after 1930: U.S. Census Bureau, 1201 E. 10<sup>th</sup> St., Jeffersonville, IN. 47132 or call (812) 218-3046. Fees may vary.
3. **State Census and/or original birth notice in a newspaper.** Contact the Kansas State Historical Society, Library & Archives Division, 6425 SW 6<sup>th</sup> Avenue, Topeka, Kansas 66615-1099 or call (785) 272-8681, ext. 117 or email at: [REFERNCE@KSHS.ORG](mailto:REFERNCE@KSHS.ORG). Census records are available for people born in Kansas between the years of 1900 and 1925.
4. **School record.** Obtain a certified copy of your school record from the Register of Deeds in the county where you entered school or from the school district (not a diploma).
5. **Insurance policy.** Obtain a complete insurance policy from your insurance company that shows the policy number.
6. **Military record (not a certificate).** Contact the National Archives & Records Administration at 8601 Adelphi Road, College Park, Maryland 20740-6001 or call (866) 272-6272. [www.archives.gov](http://www.archives.gov)
7. **Passport.**
8. **Marriage license and/or child's birth certificate.** Obtain a copy from the state in which the event occurred. For Kansas events, you may submit names and dates to this office for verification (instead of sending a copy).
9. **Voter's registration record.** Contact the county election officer where you are registered to vote for a transcript.
10. **Church baptismal and/or church cradle roll record.** Make sure these include the name and location of the church.
11. **Medical, hospital, or dental record.**

## Why Proof is Necessary to file a Delayed Certificate of Birth

A birth certificate is a valuable document proving United State citizenship and age. A Delayed Certificate of Birth is only as valuable as the evidence used to prove facts of birth. That is why specific and particular types of evidence are required. The evidence has to be unaltered so that your delayed birth certificate is accurate and indisputable.



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1000 SW Jackson Street, Ste 120  
Topeka, Kansas 66612-2221  
(785) 296-1434

Revised 07/10