



Archives & Reference

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Requesting Records from the Archives

Submit your request for records from the collections of the Kentucky Department for Libraries and Archives (KDLA) online using this form.



- If you experience any issues with the form consult these instructions for clarification: [Online Ordering Instructions](#)
- Consult our Records Inventory for the availability of KDLA records when considering placing an order with us: [County Records Inventory](#)
- Refer to our Research Guides to learn more about KDLA holdings of specific record types or subjects: [Research Guides](#)

Records Request Forms

If you prefer to not use a credit card for the research fee, you can fill out one of the request forms below and mail it, along with a check, to:

Archives Research Room

Step 1: Click the blue box on KDLA request page that says "CLICK HERE TO ORDER RECORDS"



Kentucky Department for Libraries and Archives

Step 2: Choose type of record you want to request, then click NEXT

If requesting a record not on this list, select Civil Case Record, then click NEXT

Home

KDLA Records Ordering System

Records

Select a Record

- Kentucky Birth Record
- Kentucky Death Record
- Kentucky Marriage Record
- Kentucky Divorce Record
- Kentucky Census Record
- Kentucky Military Record
- Kentucky Deed Record
- Kentucky Tax Record
- Kentucky Will/Estate Record
- Kentucky Civil Case Record
- Kentucky Criminal Case Record

Other Record Frequently Asked Questions

- [How do I order a background check?](#)
- [How do I order a juvenile and paternity record?](#)
- [How do I order an adoption record?](#)
- [What types of military records are stored?](#)

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Kentucky Department for Libraries and Archives
An agency of the Education and Workforce Development Cabinet
P.O. Box 537
300 Coffee Tree Road
Frankfort, KY 40602-0537
(502) 564-8300

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Step 3: Read pricing and delivery policy, then click NEXT

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KDLA Records Ordering System

Kentucky Birth Records are only available for certain [counties](#) and [cities](#) for specific dates.

Kentucky Birth Records Pricing

In State Kentucky Fee \$10.00
Out of State Fee \$15.00
Processing Fee \$1.50

Delivery

Your completed request will be submitted to the KDLA Office, generally within 24 hours.

NOTE: The estimated shipping dates do not start until the Kentucky Department for Libraries and Archives has processed the order. The average processing time for regular mail orders is 4 to 6 weeks when sent by regular US mail. Kentucky.gov does not guarantee a delivery date for your order.

Additional copy charges (25¢ per photocopy and 50¢ per microfilm copy), as well as postage charges, will be applied to requests that require the reproduction of extensive records consisting of more than 20 photocopies and/or 10 microfilm copies.

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Kentucky Department for Libraries and Archives

Step 4: Check box to Accept Terms, then click NEXT

Home

KDLA Records Ordering System

Once submitted, all fees are non-refundable.

We do not have complete records for all counties and agencies. If you have any questions concerning the availability of records please contact us before submitting your request and staff will confirm whether records are available to search. You can reach us at 502-564-8300 ext. 346 between 8:00 am and 4:00 pm (Eastern time zone), Monday – Friday, or email kdla.archives@ky.gov.

Accept Terms

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**Step 5 (for records we have a form for):
Fill out personal information and record
information, then click NEXT**

**Please note: Electronic scans cannot be
certified**

****If requesting a record we don't
have a form for, skip this step and
proceed to step 5A****

Home

KDLA Records Ordering System

* - required field

My Information

My Full Name

* First * Last

My Contact Information

* International Yes
 No

* Address 1
Address 2

* City

* State:

* Zip

* Daytime Phone Number
Example: 859-555-2222

Email Address
example@ky.gov

Birth Certificate Information

Full Name at Birth

* First * Last

Father's Full Name

* First * Last

Mother's Full Maiden Name

First Last

Date and Location of Birth

* Year of Birth Month

If you do not know the exact date of the vital event, please estimate as accurately as possible.

* County

* Certified copy Yes
 No

* Electronic scans Yes
 No

Kentucky Department for Libraries and Archives





Step 5A (for records we don't have a form for): Make sure you have selected "Civil Case Record" from step 2. Fill out personal information. Then, for case information, make sure to include the name of the person, the approximate year, the county*, and the type of record. You may use any of the unused text boxes to indicate the type of record (please note there is a character limit for the boxes). Then click NEXT

*For Court of Appeals/ Supreme Court cases, please select the originating county. For all other records, choose the most likely county for the record.

Home

KDLA Records Ordering System

* - required field

My Information

My Full Name

* First * Last

My Contact Information

* Address 1

Address 2

* City

* State:

* Zip

* Daytime Phone Number
Example: 859-555-2222

Email Address
example@ky.gov

Civil Case Information

Case Details

Name of Plaintiff

Name of Defendant

* Type of record requested

Other Case Type

* Year of Case Month

If you do not know the exact date of the vital event, please estimate as accurately as possible.

Case Number

* County

* Certified copy Yes No

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Step 6: Confirm record request,
then click NEXT

Home

KDLA Records Ordering System

Pending Requests

The following requests are ready to purchase.

Type	Name on Certificate	Quantity	Price Per Certificate	Cost
Birth Certificate	Jane Doe	1	\$10.00	\$10.00 Delete View

Certificate Cost: \$10.00
Processing Fee: \$1.50
Total Cost: \$11.50

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Step 7: Confirm shipping information, then click PAY

If unable to proceed, be sure that you have confirmed the email address

Home

KDLA Records Ordering System

* - required field

Shipping Information



* Address Type United States Domestic
 United States Military
 International

* Shipping Method Cost: \$0.00

* First Middle

* Last

* Address Line 1
Address Line 2

* City

* State

* Zip/Postal Code

* Email Address

* Confirm Email Address

* Delivery Phone Number
Example: 859-555-2222

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KDLA Online Records Ordering

Select Payment Type



Card Details

Card Number (required)

Expiration Date (required) 01 / 2022

Security Code (required)

[Help](#)



Cardholder Details

Name (required)

Address Line 1 (required) **Address Line 2**

City (required) **State** (required) KY **Zip Code** (required)

NEXT

Summary	
Processing Fee	\$1.50
Item Price: \$1.50	
Quantity: 1	
Birth Certificate	\$10.00
Item Price: \$10.00	
Quantity: 1	
Sub Total	\$11.50
Total	\$11.50

Step 8: Fill out card details, confirm cardholder details, then click NEXT



Step 9 (on next page): Confirm card and cardholder details, then click PAY NOW