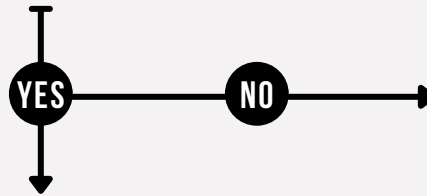


KENTUCKY'S BIRTH CERTIFICATE FEE EXEMPTION FOR YOUTH EXPERIENCING HOMELESSNESS



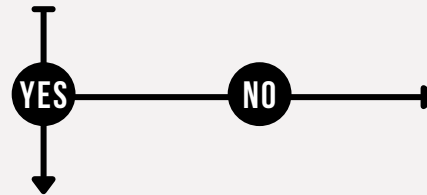
#1. ARE YOU ASSISTING A CHILD OR YOUTH UNDER AGE 25 EXPERIENCING HOMELESSNESS?



Sorry, this fee exemption does not apply to you.

#2. DO YOU FIT ONE OF THESE DESCRIPTIONS?

- A director or designee of a governmental or nonprofit agency that receives public or private funding to provide services to homeless people;
- A local educational agency liaison for homeless children and youth, school social worker, or school counselor;
- A director or designee of a federal TRIO or GEAR-UP program; or
- A financial aid administrator for an institution of higher education



Contact one of those individuals who can write the letter described in #3.

Experiencing homelessness means:

- Sharing the housing of other people due to loss of housing (including being kicked out or running away), economic hardship, or a similar reason;
- Staying in a motel, campground, or inadequate trailer due to lacking an adequate alternative;
- Staying in shelter or transitional living program;
- Sleeping in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.

#3. WRITE A SHORT LETTER ON LETTERHEAD STATING:

- Which of the four types of agencies listed above you represent, and a brief description of the agency;
- That you are requesting a “fee exempt birth certificate” on behalf of [individual’s name]; and
- Your return address.

#4. PRINT THREE (3) DOCUMENTS:

- A completed [birth certificate application](#) (Click to Access)
- Your letter
- A copy of your ID (not the person’s whose birth certificate you are requesting), either:
 - An agency-issued ID with a photo; OR (if you do not have an agency-issued ID with a photo)
 - A state-issued driver’s license AND a copy of your business card or agency-issued non-photo ID/nametag.

#5. MAIL THE DOCUMENTS TO:

Office of Vital Statistics
275 East Main Street, 1E-A
Frankfort, KY 40601