

October 3, 2007

Whom It May Concern:

PLEASE MAKE COPIES AS NEEDED for the applications enclosed for a Certified Copy of Birth Certificate.

Area residents **born in Nebraska** can request copies of their birth certificate from the Department of Health and Human Service – Division of Public Health – Kearney office located at 4011 7th Avenue, Suite A (across from E-Free Church or north of Kearney High School). Office hours are 8:30 a.m. – 12:30 p.m. and 1:30 – 4:30 p.m. Monday through Friday, except on government holidays.

The person requesting the Birth Certificate must be the biological or custodial parent of the child (with original custody papers); a spouse; the biological or adopted child for a parent or the applicant themselves. **They must have a valid picture identification and necessary information.**

This service is for in-person applications ONLY. Fee is \$12.00 payable by cash, check or money order. Mailing time is 2-5 business days and will be mailed from Lincoln to the address written on the application.

Those wishing to order a copy by mail send your request to Vital Records, Gold's Building 1033 "O" Street, Suite 130 – PO Box 95065, Lincoln, NE 68509, processing time is 2-4 weeks or more. A self-addressed, pre-paid envelope; **copy of valid driver's license or state ID MUST be included.**

Emergency request to receive it by the next business day call 402-471-6440 between 9:00 a.m. – 3:00 p.m., Monday – Friday and paid with a credit card NOT bank card.

Out-of-state Birth Certificates can go on line to **www.hhss.ne.gov/vitalrec.com** and click on the state they need.

For more information, call Carol V. at 308-865-5600 or Helen at 402-471-2873.