

INSTRUCTIONS FOR USING THE DIVORCE FORM (VS-300)

- To Access the VS-300 Divorce form, go to the Office of Vital Statistics (OVS) website.
<https://chfs.ky.gov/agencies/dph/dehp/vsb/Pages/default.aspx>
- Select the VS-300 Divorce link under forms located on the right-hand side or access the form directly here: <https://ovs.chfs.ky.gov/divorce/>


The entries to the web form are intuitive. The VS-300 Divorce Form will be created from the required entries to the web form. **Item #21 Date of Divorce or Annulment** is to be completed and written in by the Circuit Clerk upon their signing of the document.

PLEASE NOTE: The generated divorce record will be sent to the Office of Vital Statistics for processing. Please generate ONE form to prevent duplicate submissions. The generated divorce record is not final until signed by the court and received by OVS for registration.

All fields denoted with an asterisk (*) are **required fields** and must be completed.


If an individual is completing the VS-300 in lieu of an “ATTORNEY FOR PLAINTIFF”, please provide the individual’s name and corresponding information requested.

- **GENERATE COMPLETED VS-300 FORM** by selecting the “**GENERATE DIVORCE RECORD**” button. Once selected the completed information will be submitted electronically to Vital Statistics. The “**GENERATE DIVORCE RECORD**” button will not work unless all required fields (*) are completed.
- **RETRIEVE COMPLETED VS-300 FORM** from the submission page by selecting link “[Click here to download and print the generated VS-300 PDF](#)”. The completed VS-300 will open in a PDF format for viewing, printing, and saving.
- **CASE NUMBER** will display in the upper left-hand corner for completed VS-300 forms. This case number will be used by OVS. Example case number: **DVE-202300100001**.
- **NEW REQUESTS** can be complete by selecting “[Click here to enter the next new VS-300](#)” from the submission page. This should be used for new requests **ONLY**.

FOLLOW THE PRINT AND SAVE FUNCTIONS OF THE INTERNET BROWSER. (YOU MAY PRESS AND HOLD THE BUTTONS “**Ctrl + P**” TO PRINT; OR YOU MAY USE THE PRINTER ICON  ON THE TOOL BAR TO PRINT.)

WHEN PRINTING, BE SURE “**ACTUAL SIZE**” IS SELECTED; OR, IF YOUR BROWSER REFLECTS “**PAGE SCALING**” BE SURE IT IS SET TO “**NONE**”.

PRINT THE COMPLETED VS-300 FORM.

TO SAVE A COPY OF THE COMPLETED VS-300 FORM (PDF FILE), CLICK THE “**DISK**” ICON ; NAME THE FILE; AND SAVE. **TAKE THE SIGNED (ATTORNEY/PRO SE) PRINTED COPY TO THE APPROPRIATE CIRCUIT COURT CLERK FOR CONTINUED PROCESSING.**

Note: KRS 213.116 requires use of the web version of the Divorce Form, VS-300.