

## **Instructions for obtaining a birth record from the Chatham County Vital Records Office**

The Chatham County Vital Records Office now has the ability of issuing birth records for anyone born in Georgia since 1919. Previously, records were only available from the county where the birth occurred, but through a new Vital Event Information System, records are now available for births occurring in any Georgia county. There is a \$25 fee for obtaining a copy of a birth record.

Since any Local Custodian Office will be able to issue certified copies of any Georgia birth record, they must all follow the same exact standards. Those eligible to receive certified copies of birth records are:

- The child named on the record, if that person is an adult (16 yrs or older)
- A parent named on the record
- A Guardian of the child named on the record
- A Legal Representative (Attorney) who represents the child on the record
- An adult sibling of the person named on the record
- A Grandparent of the child named on the record
- The Spouse of the child named on the record

You may purchase a birth record from Chatham County Vital Records Office by one of the three ways:

1. Coming to the office in person. The cost per certificate is \$25 and \$5 for each additional certificate. We accept cash, money orders and credit and debit cards. We do not accept checks. A valid picture ID is required to purchase a birth record.
2. Writing to the office and mailing in the fee and information. For mail-in birth certificate requests, please include the full name as it appears on the birth certificate, date of birth, hospital where birth occurred, father's name if listed, mother's full maiden name, your mailing address w/phone number, a copy of your state-issued driver's license or picture ID, a stamped, self addressed envelope, and a cashier's check or money order payable to Vital Records, PO Box 14257, Savannah, Ga 31416. If requesting death records, please include the relationship to the decedent.
3. Placing your order by the telephone and using a credit card with the Vitalchek service. If you use the Vitalchek telephone service, the fee to use their service is \$9 plus the \$25 certificate fee (a total of \$34). If time is a major concern, and you are ordering it by the Vitalchek service, you can have your record shipped by Federal Express for an additional fee. Federal Express usually delivers the next business day. The Vitalchek telephone number is 1-877-400-4439, or use the web site at [www.vitalchek.com](http://www.vitalchek.com).

All other requests for certified copies must be in writing and must be accompanied by the fee (\$25 for the first copy; \$5 for each additional copy ordered at the same time) and a state issued identification. Chatham County Vital Records Office is located at 1395 Eisenhower Drive, Savannah, Georgia (Chatham County Health Department). The

telephone number is (912) 356-2138 or toll free 1 866 667-3236. Office hours are 8 a.m. to 5 p.m., Monday through Friday.