

## 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.

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, (2) writing to the office and mailing in the fee and information or (3) placing your order by the telephone and using a credit card with the Vitalchek service. If you use the Vitalchek service, the fee to use their service is \$12.50 plus ten dollars for one certificate. If time is a major problem, and you are ordering it by the Vitalchek service, with an additional fee of \$17.50 plus the \$22.50, you can have your record shipped by Federal Express. Federal Express usually delivers the next business day. The Vitalchek telephone number is 1-877 -400-4439 or using the web site at [www.vitalchek.com](http://www.vitalchek.com).

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

All requests for certified copies must be in writing and must be accompanied by the fee (\$10 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 8:00 am thru 5:00 pm (Monday thru Friday).

You may write to Chatham County Vital Records Office at Post Office Box 14257, Savannah, GA 31416. Provide the following: Name of the child on the birth record, Date of Birth of the child, Hospital where the child was born, parents of the child to include the mother's full maiden name. Also include in your request a daytime telephone number and address of the requester along with copy of identification and the payment.