**Instructions on getting a death certificate from the**

**Glynn County Vital Records Office**

**Who can get a death certificate?**

Persons eligible to obtain a death certificate are:

* Parents
* Guardian
* Legal spouse
* Next of kin
* Legal representative of the person listed on the death certificate (lawyer or trustee).
* The court of competent jurisdiction upon its written court order or subpoena, or any government agency, state or federal, provided that such certificate shall be needed for official purposes.
* Financial intuitions and insurance companies\*

\*Financial institutions and insurance companies requesting copies of death certificates are required by law to provide written justification for their requests.

Any persons other than immediate family requesting a death certificate must have a direct and tangible interest for the certificate and must be able to demonstrate a valid reason for their request in accordance with Georgia law 31-10-26(a)(1).

**How do I get a death certificate?**

1. Write to us and provided the following information:

* Full name on the certificate
* Date of death (at least the year)
* Place of death (i.e. Brunswick/Glynn County)
* Relationship to the decedent:
* The requestor’s daytime telephone number
* The requestor’s name and mailing address
* **Copy of Valid ID (GOVERNMENT ISSUED)**

Mail the above information and the fee of $25 for one record **(certified check or money order made payable to Vital Records Office) to: Glynn County Vital Records, 2747 Fourth Street, Brunswick, GA 31520**

Each additional copy **on the same person** on the same day may be obtained for a fee of $5 each.

1. Come into the Glynn County Health Dept. located at 2747 Fourth Street in Brunswick, GA. Hours of operation are 8 a.m. to 5 p.m., Monday through Friday. Telephone numbers: 912-279-3346 or 912-264-3961 ext. 6.