

Instructions for obtaining a birth record from the Glynn County Vital Records Office

The Glynn 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 Georgia Vital Events Registration 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 (18 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 person listed on the record provided he/she has a certified copy of their marriage license and photo ID.

You may purchase a birth record from Glynn County Vital Records in one of these 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, 2747 Fourth Street, Brunswick, GA 31520. If requesting a death certificate, please include the relationship to the decedent and the purpose for the request.

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. The Glynn County Vital Records Office is located at 2747 Fourth Street in Brunswick (Glynn County Health Department). The telephone number is (912) 279-3346. Office hours are 8 a.m. to 5 p.m., Monday through Friday.