

## **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 and \$5 for each additional certificate.

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 person named on the certificate- If the person named on the certificate (i.e. the registrant) is the requestor, that person must provide valid photo identification at the time of the request.
- The parent(s) named on the birth record- Must provide valid picture identification.
- An authorized legal guardian or agent- Any person who has legal custody or control of a minor child must provide a certified copy of the court order establishing guardianship and legal custody.
- Grandparents of the person named on the certificate- Must provide proof of relationship such as the birth certificate of the registrant's parent.
- An adult child or adult sibling of the person named on the certificate- Must provide proof of relationship by providing a copy of his or her birth certificate listing one of the same parents, along with his or her valid government issued picture identification which includes signature.
- The spouse of the person named on the certificate- Must provide a copy of the marriage certificate, a photo copy of the spouse's picture identification, which includes the spouse's signature, with a notarized letter from the spouse giving permission.
- Attorney- Must represent an immediate family member and provide a notarized letter on letterhead signed by the attorney; provide bar number indicating reason for the request and whom they represent; provide supporting documentation with the fee; provide a notarized release from the biological mother, in the event of an adoption.
- State or Federal Government Officials- The State Registrar or the local custodian may disclose data from Vital Records to authorized representatives of Federal, State, or County agencies of government which request such data in the conduct of their official duties.

A valid picture ID is required to purchase a birth record. Examples of valid photo ID:

- Georgia Driver's license unexpired or expired for not more than one year
- State of Georgia Identification Card unexpired or expired for not more than one year
- State of Georgia Weapons Carry License - New
- Unexpired driver's license issued by another U.S. State, jurisdiction or territory
- Unexpired official Identification Card issued by another U.S. State, jurisdiction or territory
- Unexpired U.S. Passport
- Unexpired Foreign Passport
- U.S. Military Identification, Military Dependent Identification, Veteran's Identification
- Unexpired Consulate Card
- Transportation ID
- Debit Card with Picture
- Employer ID Card
- School, University, or College Identification Card
- **OMV ID Card**
- Department of Corrections Identification Card

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.
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 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 U.S. Postal Service money order (**ONLY**) payable to Vital Records, PO Box 14257, Savannah, GA 31416. If requesting a death certificate, please include the relationship to the decedent and the purpose for the request.
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 \$12.50 plus the \$25 certificate fee (a total of \$37.50). 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 \$20 fee (for a total of \$57.50). 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 Monday, Tuesday, & Wednesday, 8 a.m. – 5 p.m. (closed for lunch from 12-1); Thursday, 8 a.m. – 7 p.m. (closed for lunch from 12-1); Friday, 8 a.m. – 2 p.m.