

## 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 institutions 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.

2. Come into the Glynn County Health Dept. located at 2747 Fourth Street in Brunswick, GA..  
Telephone numbers: 912-279-3346 or 912-264-3961 ext. 6.  
Hours of operation:  
Monday, Tuesday, & Wednesday, 8 a.m. – 5 p.m.; Thursday, 8 a.m. – 7 p.m;  
Friday, 8 a.m. – 2 p.m.