

# Instructions on getting a death certificate from the Chatham 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 Georgia law to provide written justification for their requests.

Any person 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 provide the following information:
  - Full name on the certificate
  - Date of death
  - Place of death (i.e. Savannah/Chatham County)
  - Relationship to the decedent:
  - The requestor's daytime telephone number
  - The requestor's name and mailing address

Mail the above information and the fee of \$25 for one record (**U.S. Postal Service money order or cashier's check made payable to Vital Records Office**) to: **Vital Records Office, P. O. Box 14257, Savannah, GA 31416**

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

2. Order death certificates over the telephone.\*You can pay for a death certificate by using your credit card through the VitalChek system. There is a \$12.50 processing fee to use the credit card plus the \$25 fee for the certificate. For express mail there is an additional fee of \$20. To use VitalChek services, call (toll free) 877- 400-4439 or go to their website: [www.vitalchek.com](http://www.vitalchek.com).

\* Total for ordering one record by phone to be delivered through U.S. Postal Service is \$37.50. Total for ordering one record by phone to be delivered through FedEx is \$57.50.

3. Come to the Chatham County Health Dept located at 1395 Eisenhower Drive in Savannah. Hours of operation are:  
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. Telephone numbers: **(912) 356-2138 or (866) 667-3236.**