Birth Certificates

Birth records are available from 1919 to the present. Georgia law and Department of Human Resources regulation require that all requests for vital records include the signature of the requestor and the proper fee. Access to birth records is limited to:

- the person named on the certificate
- the parents shown on the birth record
- an authorized legal guardian or agent
- grandparents of the person named on the certificate
- an adult child of the person named on the certificate
- an adult sibling of the person named on the certificate
- the spouse of the person named on the certificate

Required Information

The person requesting a certified copy of a birth record must provide all the information below, a signed request form, and a photocopy of your valid photo ID, such as: driver's license, state issued ID card, or employer issued photo ID. You may provide the information in three ways:

1. By filling out a form online, printing it, signing it, and mailing it to Vital Records
2. By downloading the PDF version of the form, filling it out by hand and mailing it to Vital Records
3. By writing all the following information down and mailing it to Vital Records

The following information must be provided to conduct a search for a birth certificate:

1. Full name of person shown on the birth certificate (last name at birth if female)
2. Date of Birth (month, day, year)
3. Place of Birth (city, county),
4. Current age
5. Sex
6. Race (optional)
7. Full name of mother (include mother's maiden last name)
8. Full name of father
9. Relationship to the person named on the birth certificate requested
10. The number of certificates requested

Fees

Georgia law requires pre-payment before a record or a service can be provided. Fees are not refundable after a service has been provided. Records are sent first class mail.
<table>
<thead>
<tr>
<th>Search Fee (includes one certified copy, if the record is found on file)</th>
<th>$10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional certifications of same record ordered at the same time (full size copies only)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Multi-year search (every ten years or portion thereof)</td>
<td>$10.00</td>
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</tbody>
</table>

**Special Filing Fees**
(Does not include the $10.00 search fee which must also be included.)

- Delayed certificate of birth | $10.00 |
- Amending birth certificates because of adoption, paternity acknowledgment, legitimation or court order | $10.00 |

*No special filing fee is required during the first year of birth to amend a birth record. This includes all types of amendments.*

**Where to Request a Birth Certificate**

The following options are available for requesting a birth certificate:

- Mail your request, fee and photocopy of valid photo ID to:
  - Vital Records
  - 2600 Skyland Drive NE
  - Atlanta, GA 30319-3640

- Request a birth certificate in person at the state Vital Records Office or County Vital Records Office in the county where the birth occurred.

- Request a birth certificate from the VitalChek web site.

  You may request a certified copy of a vital record by using your Discover, MasterCard, American Express or Visa charge card through the use of VitalChek services.

  *(The VitalChek Network is not affiliated with the State of Georgia.)*

  You may telephone VitalChek at 1-877-572-6343, seven days a week, 24 hours a day. If overnight delivery is requested you will be charged an additional fee for this service.

  There is an additional VitalChek charge to use your credit card to request a certified copy of a vital record by telephone or fax.

- Note: You may use the VitalChek fax service to request a record, but copies of birth certificates cannot be sent by fax.

- Note: It is not possible to request a birth certificate via email. By law, vital record search requests must be signed and paid for.

**Methods of Payment**

http://health.state.ga.us/programs/vitalrecords/birth.asp
Georgia Division of Public Health | Vital Records

Fees may be paid by one of the following methods (make certified checks and money orders payable to Vital Records):

- Certified check
- Money order
- Credit card through VitalChek only

Note: Please do not send cash in the mail.