



Birth or Death Certificate Request Form

Non-refundable fees (Cash, Debit Card or Credit Card) **NO TAP:**

Number of copies requested:

- Single copy (if certificate is found): \$25.00
- Each additional copy for the same person, same visit: \$5.00

Please check one: Birth Certificate

Death Certificate

Certificate Requests

Full Name at Birth or Death:

(First)

(Middle)

(Last)

Birth Date **or** Death Date:

Born or Passed in Georgia:

Yes or No

Mother's Name Now:

Mother's Maiden Name:

Father's Name:

(Person Applying for the Certificate)

Requestor:

(First)

(Middle)

(Last)

Address:

(Number and Street)

(City, State, ZIP)

Phone Number:

Relationship to Person above:

Signature:

Date:

A fine of not more than \$1,000 or imprisonment of not more than five years, or both, shall be imposed on any person who willfully and knowingly makes any false statement in an application for a vital record.

Eligible Recipients

Birth Certificates are only issued to applicants having a direct and tangible interest to the registrant, i.e. immediate family members, and/or legal representatives of the family.

There are instances in which specific documentation is required based on who is requesting the record.

- **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 photocopy 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.