



Georgia Department of Public Health

Ordering Certificates Online and Not On File Letter Process

June 20, 2018



We Protect Lives.

Online Vendors

An approved third party partner of birth and death certificates for the Georgia State Office of Vital Records.

- **VitalChek**
 - www.vitalchek.com
- **Go Certificates**
 - www.gocertificates.com
- **ROVER**
 - <https://gta.georgia.gov/rover>

Georgia law requires pre-payment before a record or a service can be provided. Fees are non-refundable after a service has been provided; Georgia Code authorizes us to maintain the fee for the search itself.

Vendor Access Points

DPH Georgia Department of Public Health

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New Web Tool for Travel-Related Illness

Travelers can get sick while visiting other countries. The tool lists diseases from 231 countries for clinicians to consider when treating a returning traveler.

[Read More](#)

1 2 3 4 5 6

Protect Your Family From Skin Cancer

Skin cancer is the most common cancer in the United States. The sun's ultraviolet (UV) rays can damage your skin in as little as 15 minutes. Sunburn and skin damage can occur even on cloudy or overcast days.

More than 2,300 new cases of malignant melanoma, the most serious form of skin cancer, are diagnosed in Georgia every year. On average, 225 Georgians die from melanoma every year.

The good news is most skin cancers can be prevented.

- Minimize exposure to the sun during peak hours 10 a.m. - 4 p.m.
- Seek shade from the midday sun 10 a.m. - 4 p.m.

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Vital Records

The State Office of Vital Records has a new location.
[Click for Information.](#)

Welcome to the State Office of Vital Records

It is an honor to welcome you to the State Office of Vital Records, the state repository for all Georgia vital record events! As the state repository, we are charged with the responsibility of preserving vital records for archival and statistical purposes and for the personal needs of Georgia citizens. Our mission is to provide accurate records and data regarding vital events to Georgians and other stakeholders in an expeditious and friendly manner. We provide a host of services to the general public and to various government and social service agencies that include recording and entering all occurrences of Georgia vital events into the vital records database and preparing certified copies of birth and death records.

Please take some time to peruse our website where you will find a host of helpful information to include informative pamphlets, quick links, and various other resources. We look forward to serving you!

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Ways To Request A Vital Record

The State Office of Vital Records has a new location.
[Click for Information.](#)

WAYS TO REQUEST A RECORD				
	Birth Records	Death Records	Marriage Records	Divorce Records
GO Certificates	✓	✓		
ROVER	✓	✓		
VitalChek	✓	✓		
Mail-in Request	✓	✓	✓	✓
Walk-in Service	✓	✓	✓	✓


Note: The check marks on the chart above denote ways you can request records. Marriage Records prior to June 1952 must be requested at the office of the probate judge in the county where the license was issued. The State Office of Vital Records can search and confirm only divorces that have taken place in the State of Georgia from June 1952 to August 1996. Verifications prior to 1952 and after 1996 are only available from the Clerk of Superior Court in the county where the divorce was granted.

The following options are available for requesting a vital record:

[GO Certificates](#) (Third Party Vendor)

- Order online with your major credit card
- Response Time: 2-4 Weeks and up to 5 business days on all expedited orders.

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- *A surcharge and expedite fee applies for credit card payments. Only birth and death certificates are available.*

ROVER (State of Georgia)

- Order online with your major credit card
- Response Time: 2-4 Weeks and up to 5 business days on all expedited orders.
- *A surcharge and expedite fee applies for credit card payments. Only birth and death certificates are available.*

VitalChek (Third Party Vendor)

- Order online with your major credit card
- Response Time: 2-4 Weeks and up to 5 business days on all expedited orders.
- *A surcharge and expedite fee applies for credit card payments. Only birth and death certificates are available.*

Who Can Order Online Request

Certificates are only issued to applicants having a direct and tangible interest, primary immediate family members, or legal representatives of the family along with a valid picture ID.

Birth Certificates

- Registrant
- Parent
- Grandparent*
- Sibling*
- Current Spouse*
- Child*
- Legal Representative/Guardian*

Death Certificates

- Current Spouse
- Parent
- Legal Representative/Guardian*
- Grandparent*
- Sibling*
- Child*

*Proof of relationship and/or legal representation must be provided

Benefits of Ordering Online

- User friendly websites
- Orders placed in 10 minutes or less
- Decrease in processing times
- UPS tracking on expedited orders
- Eliminates commute to county/state office
- No standing in line

NOT ON FILE LETTER PROCESS

Not On File Letter (NOF)

- A letter that is provided to the requestor when a certificate can not be located after an extensive search has been completed by the State Office of Vital Records.

Challenges with searching

- Search of GAVERS may not produce results
- Search on Microfiche may not have data
- Custodial copy was never filed with the SOVR
- Customer may not have provided correct information

Before an NOF is generated

We may contact the county for additional information:

- Verify names of the parents
- Verify birth date
- Did the customer mention any amendments or corrections
- Is there a custodial copy on file

Didn't Find The Record?

- An NOF (Not On File) letter will be prepared by the State Office Of Vital Records when a search for the requested document does not yield a registered certificate
- The State Office of Vital Records will notify the local county by email.

Letter Must Include

- NOF Letter must include – First and Last name of applicant searched, date of event, years searched by the State Office of Vital Records
- NOF Letter from the State must include – Name\Contact information of the Search Supervisor
- *Before* the local registrars issue a NOF letter that is provided by the State, they must print or photocopy the letter onto the green paper (traditionally used for death certificates) and must place their seal on the green paper to be issued

Letter Must Include

- NOF Letter from the County must include – Signature of local State Office Registrar
- The applicant must also be provided with a prepared packet containing the details regarding evidentiary documents required to establish a delayed birth certificate



J. Patrick O'Neal, M.D., Commissioner | Nathan Deal, Governor

2 Peachtree Street NW, 15th Floor
Atlanta, Georgia 30303-3142
dph.ga.gov

Your County Probate Court
1234 Sample Letter Drive
Atlanta, GA 30349

May 4, 2018

Address Vital Records Correspondence To:
State Office of Vital Records
1680 Phoenix Blvd., Suite 100
Atlanta, GA 30349

To whom it may concern:

A search of the state index has been conducted and **NO** record was located for the below named person. Georgia Law did not require the filing of birth records until January 1, 1919. If this information is required for proof of birth, please contact the requesting agency to determine alternative acceptable evidence in lieu of a birth certificate.

Birth Certificate of: Jane Doe

Date of Birth: 05/07/1944

Years Searched: 1943-1945

Place of Birth: Georgia

Mother/Parent 1: Amy Doe

Father/Parent 2: Barry Doe

Sincerely,

Dana L. Clanton
Constituent Services
404.679.4702

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Delayed Certificate of Birth Forms



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Public Health

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Forms

The following forms are available in PDF. Please click on the link below to download the form and mail a completed copy of the form to the State Office of Vital Records, 1680 Phoenix Blvd. Suite 100, Atlanta, GA 30349. For more information, please call the contact center at (404) 679-4702.

[Affidavit for Amendment \(PDF\)](#)

Effective April 4, 2017

[Affidavit for Current Year Correction \(PDF\)](#)

Effective October 26, 2017

[Application for an Amended Certificate of Birth by Legitimation Form\(PDF\)](#)

Effective October 26, 2017

[Application to Disinter and Reinter Human Remains \(PDF\)](#)

Effective February 2, 2018

[Birth Certificate Paper Order Form \(PDF\)](#)

Effective October 26, 2017

[Certificate of Adoption Form \(PDF\)](#)

Updated March 21, 2018

[Court Ordered Delayed Certificate of Birth Form \(PDF\)](#)

Effective March 1, 2018

[Delayed Certificate of Birth Form \(PDF\)](#)

Updated March 21, 2018

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At the State Office, birth records are available from January 1919 to present. A vital record, non-refundable search fee, has been established in accordance with GA Code Ann., 31-10 of the Official Code of Georgia in the amount of \$25.00. This fee includes a certified copy, if the record is found on file. In addition to the search fee, there is a delayed certificate processing fee of \$10.00. Each additional certificate, purchased at the same time, is \$5.00.

Example:	1 Processing Fee	\$10.00
	1 Search Fee	\$25.00
	+2 Additional Copies	\$10.00
		\$45.00

If this request is being mailed, please forward this completed form with a U.S. Money Order or certified check for the correct amount made payable to the State Office of Vital Records. A valid copy of your Photo ID must accompany this request. Please do not send cash by mail.

GA Code Ann., 31-10-26 states that certified copies of birth certificates be issued only to registrants (i.e. the person whose birth certificate is being requested) or any applicant having a direct and tangible interest such as a parent, guardian, or legal representative.

PLEASE PRINT OR TYPE ALL INFORMATION LEGIBLY AND CORRECTLY BELOW.

CHILD/PARENT'S INFORMATION	
LOCAL FILE NUMBER	STATE FILE NUMBER
CHILD'S FIRST NAME	CHILD'S MIDDLE NAME CHILD'S LAST NAME
SEX OF CHILD	DATE OF BIRTH (MONTH, DAY, YEAR)
CITY, TOWN, OR LOCATION OF BIRTH	COUNTY OF BIRTH
MOTHER'S/PARENT 1 FIRST NAME AT BIRTH	MOTHER'S/PARENT 1 MIDDLE NAME AT BIRTH MOTHER'S/PARENT 1 LAST NAME AT BIRTH
DATE OF BIRTH (MONTH, DAY, YEAR)	STATE OF BIRTH
FATHER/PARENT 2 FIRST NAME AT BIRTH	FATHER/PARENT 2 MIDDLE NAME AT BIRTH FATHER/PARENT 2 LAST NAME AT BIRTH
DATE OF BIRTH (MONTH, DAY, YEAR)	STATE OF BIRTH
I HEREBY DECLARE UPON OATH THAT THE ABOVE STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE & BELIEF. (SIGNATURE OF REGISTRANT OR PARENT)	PRESENT ADDRESS OF REGISTRANT (STREET, CITY, STATE, & ZIP CODE)
SIGNATURE OF NOTARY	SUBSCRIBED & SWORN TO BEFORE ME ON (MONTH, DAY, & YEAR)
IMPRESS SEAL HERE	MY COMMISSION EXPIRES (MONTH, DAY, & YEAR)

Please turn over to view the instructions on the back of this page.

PLEASE ADDRESS ALL CORRESPONDENCE TO THE ADDRESS BELOW.

STATE OFFICE OF VITAL RECORDS | 1680 PHOENIX BLVD. SUITE 100, ATLANTA, GA 30349 | PHONE 404.679.4702



APPLICANT – DO NOT WRITE BELOW THIS LINE

NAME & KIND OF DOCUMENTARY EVIDENCE (INCLUDE BY WHOM & DATE ISSUED)		DATE ORIGINAL DOCUMENT WAS MADE
INFORMATION CONCERNING REGISTRANT AS STATED ON DOCUMENT OF CORRESPONDING DOCUMENT ABOVE		
DATE OF BIRTH OR AGE	BIRTHPLACE	NAME OF FATHER/PARENT 2 NAME OF MOTHER/PARENT 1
ADDITIONAL INFORMATION OR EXPLANATION		
I CERTIFY THAT AS AN OFFICIAL REPRESENTATIVE OF THE STATE REGISTRAR, I HAVE EXAMINED THE EVIDENCE & THE INFORMATION CONTAINED THEREIN AS INDICATED ABOVE. (SIGNATURE OF CERTIFIER)		DATE SIGNED (MONTH, DAY, & YEAR)
SIGNATURE OF STATE REGISTRAR		DATE SIGNED (MONTH, DAY, & YEAR)

INSTRUCTIONS FOR COMPLETING THE DELAYED CERTIFICATE OF BIRTH

PLEASE ADDRESS ALL CORRESPONDENCE TO THE ADDRESS BELOW.

STATE OFFICE OF VITAL RECORDS | 1680 PHOENIX BLVD. SUITE 100, ATLANTA, GA 30349 | PHONE 404.679.4702



The top portion of the Delayed Certificate of Birth, must be completed by the registrant (or parent, or the legal representative). **ALL INFORMATION MUST BE TYPED OR PRINTED IN BLACK OR BLUE-BLACK INK.** The Delayed Certificate of Birth is a permanent record.

- Step 1. Complete the name of the person at the time of birth, sex, date of birth, city, town or location of birth, county of birth, mother's full maiden name, mother's date of birth, mother's state of birth, father's full name, father's date of birth, and the father's state of birth. **NOTE: If the mother was not married at the time of this birth, no information concerning the father can be listed on the certificate.**
- Step 2. The registrant must sign the Delayed Certificate of Birth, in the presence of a notary public. The registrant must also enter the complete current address of the registrant. If the registrant is under 18 years of age, the parent or guardian must sign the certificate.
- Step 3. The Delayed Certificate of Birth must be notarized in the Affidavit section. The notary shall sign his or her name, enter the date the information was "sworn and subscribed to," enter the date his or her notary commission expires and impress the notary seal in the space marked "IMPRESS SEAL HERE."

NOTE: APPLICANTS OR THEIR REPRESENTATIVE DO NOT ENTER ANY INFORMATION BELOW THE SOLID LINE MARKED "APPLICANT – DO NOT WRITE BELOW THIS LINE."

- Step 4. The applicant (or representative) must submit **the required number of evidence** which shows the information listed in the sworn portion of the form. Records submitted showing information different from information entered will not be accepted. The minimum facts which must be established will be the following:
 - (1) the full name of the registrant (person whose birth certificate is being filed);
 - (2) the date of birth;
 - (3) place of birth; (must show county or city and state)
 - (4) the full maiden name of the registrant's mother, and;
 - (5) the full name of the registrant's father unless the parents were not married at the time of conception, or anytime between conception and birth.

If the Delayed Certificate of Birth is being filed within seven years of the registrant's birth, the certificate must be accompanied by at least **two** different types of evidence, both of which must be filed before the registrant's third birthday and must have been created at least one year prior to the date of application. Delayed birth certificates being filed for persons **within seven years of age and born in a hospital or institution, will require a statement from the hospital.** At least one document must show the full date of birth and place of birth. The second document must show the father's full name, the full maiden name of the mother, the place of birth and the date of birth or age of the registrant.

If the Delayed Certificate of Birth is being filed seven years or more after the registrant's birth, the certificate must be accompanied by at least **three** different types of evidence. Each document submitted must have been filed at least ten years prior to the date of application to establish a Delayed Birth Certificate, or within three years of the date of birth. The full date of birth and the place of birth must be shown on at least two of the documents. The third document must show the father's full name, the full maiden name of the mother and the date of birth or age of the registrant.

- Each document submitted must show the registrant's name and date of birth, or age.
- All documents must show the date the original record was made and by whom.
- All evidence will be returned to the applicant upon review. Altered records or records which show incorrect information will not be accepted.

AFFIDAVITS OF PERSONAL KNOWLEDGE AND FAMILY BIBLE RECORDS ARE NOT ACCEPTABLE PIECES OF SUPPORTING EVIDENCE TO ESTABLISH BIRTH FACTS. (Provided by Vital Records Rules and Regulations Chapter 290-1-3.)

ABBREVIATED RECORDS REQUIREMENT CHART

This chart is for establishing a Delayed Certificate of Birth **ONLY**.

Age of Child	Required Number of Records	Required Age of Record
13 years or older	3	At least 10 year old record
Over 7 years – 12 years	3	Not more than 3 yrs. after the date of birth
4 years – 7 years	2	Not more than 3 yrs. after the date of birth
Over One year – 3 years	2	1 year old record



*In all cases the evidence must have been created at least one year prior to the date of application. Birth records filed for a child up to one (1) year of age must be filed at the county level.

EVIDENCE REQUIREMENTS FOR ESTABLISHING BIRTH FACTS

All records submitted must verify the facts claimed and must be submitted in either of the following forms:

- 1. A statement on letterhead stationery of the official and signed by the official who has custody of the record. The statement must show the name and address of the company, agency, or institution where the record is filed. It must show the name of the person for whom the birth certificate is to be filed, the date of birth or age, place of birth and/or parents' names.
- 2. A copy of a record which is certified to be a true copy by the official having custody of the original record. The record must show the name and address of the company, agency, or institution where the record is filed. **UNCERTIFIED COPIES OF DOCUMENTS ARE NOT ACCEPTABLE.**

NOTE: Social Security Administration will issue copies of records which will not contain a certification statement. Their copies are usually acceptable without a certification statement.

SUGGESTED EVIDENCE

- [] Hospital Record Obtain a statement from medical records department.
- [] School Record Obtain from the school attended or from the county administration office. High School diplomas are not acceptable since they do not show any facts of birth.
- [] Social Security Obtain a copy of the application when you applied for a social security card. Your card does not show any facts of birth.
- [] Employment Record Obtain a statement from the personnel office of employer.
- [] Driver's License Obtain a statement from the Public Safety Department which shows information recorded when you applied for a driver's license. Your current Georgia driver's license will not be old enough.
- [] Your Own Marriage Obtain a certified copy of the license and application record.
- [] Your Child's Birth Obtain birth certificate from the Vital Records office in the state of birth. Certificate must be certified and list your correct age at the time of the child's birth.
- [] Voter Registration Obtain a copy of the application or statement from the Voter Registration Office where you registered to vote. Your card will not show any birth facts.
- [] Military Record Military Discharge, Form DD214, usually in your possession.
- [] Doctor Statement Obtain a statement from your physician.
- [] Insurance Record Obtain a statement from the home office or agent from the company when you applied for insurance. Usually the policy will only contain your age at the time of issuance.
- [] Health Department Record Obtain from the health department where treatment or shots were received.

TO DETERMINE THE AGE YOUR SUGGESTED EVIDENCE SHOULD BE, PLEASE SEE STEP 4 OF THE INSTRUCTIONS FOR COMPLETING THE DELAYED CERTIFICATE OF BIRTH FORM.

PLEASE READ ALL INSTRUCTIONS TO PREVENT FURTHER DELAY IN ESTABLISHING A DELAYED BIRTH CERTIFICATE.

Questions

