



REQUEST FOR SEARCH OF BIRTH • FORM 3918 (REVISED 11/2016)

The fee for searches of vital records has been established in accordance with GA Code Ann., 31-10 of the Official Code of Georgia. The \$25.00 fee includes a certified copy if the record is found on file. Each additional copy paid for at the same time is \$5.00. The search fee is non-refundable.

Example:	1 Certified Copy	\$25.00
	+2 Additional Copies	\$10.00
		\$35.00

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 provides 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.**

Enter total number of copies requested here: \_\_\_\_\_ Total Amount Due: \_\_\_\_\_

**Section 1: REGISTRANT'S INFORMATION**

LEGAL FIRST NAME		MIDDLE NAME		LAST NAME AT BIRTH	
SEX	DOB (MONTH, DAY, YEAR)	PLACE OF BIRTH	AGE	RACE/ETHNICITY	

**Section 2: PARENTS' INFORMATION**

Please type or print the full legal name of the mother/parent 1 on the first row and father/parent 2 on the second row.

LEGAL FIRST NAME OF MOTHER/PARENT 1	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH
LEGAL FIRST NAME OF FATHER/PARENT 2	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH

**Section 3: REQUESTER'S INFORMATION**

FIRST NAME		MIDDLE NAME		LAST NAME	
STREET NAME AND No/APARTMENT No		CITY	STATE	ZIP CODE	
PHONE NUMBER			E-MAIL ADDRESS		
RELATIONSHIP (IF OTHER THAN SELF)			SIGNATURE OF REQUESTER		

Pursuant to O.C.G.A. GA Code Ann., 31-10; Section 31: Any person who willfully or knowingly supplies false information on this form to be used for any purpose of deception with intent to defraud; willfully uses or attempts to use any certificate of birth or copy of any record of birth knowing that such certificate was issued upon a record which was false or which relates to the birth of another person may be fined not more than \$1,000 or imprisoned for not more than five (5) years, or both upon conviction.

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