



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.

Table with 2 columns: Description and Amount. Example: 1 Certified Copy \$25.00, +2 Additional Copies \$10.00, Total \$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

Form for registrant information with fields: 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.

Form for parents' information with fields: 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

Form for requester's information with fields: 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.