

INSTRUCTIONS FOR COMPLETING THE DELAYED CERTIFICATE OF BIRTH

The top portion of the Delayed Certificate of Birth, Items 1 through 6c **must be completed by the registrant** (or parent, or the legal representative). **ALL INFORMATION MUST BE TYPED OR PRINTED IN BLACK OR BLUE-BLACK PEN.** 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 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 Item 7, in the presence of a notary public. The registrant must also enter the complete current address the registrant in Item 8. If the registrant is under 18 years of age, the parent or guardian must sign the Certificate in Item 7, and complete Item 8.
- Step 3. The Delayed Certificate of Birth must be notarized in the Affidavit section. The notary shall sign his or her name in Item 9a, enter the date the information in items 1-6c was "sworn and subscribed to," in item 9b, enter the date his or her notary commission expires in item 9c and impress the notary seal in the space marked "IMPRESS SEAL HERE."

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 his or her representative) must submit **the required number of evidence** which shows the information listed in the sworn portion of the form (Items 1-6a). Records submitted showing information different from information entered in Items 1-6a **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 applicable 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 records. 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

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| [] | 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 <u>application</u> record. |
| [] | Your Child's Birth | Obtain 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.