



F.Y.I.

**from the Policy Unit
FYI-391**

Date: December 9, 2022

SUBJECT: Intergovernmental Requests for Vital Records from Georgia

Please contact the Policy Unit if you have any questions regarding these or any other changes at
DCSS_POLICYQUESTIONS@azdes.gov

The Georgia Division of Child Support Services assists child support agencies in obtaining uncertified copies of birth certificates and copies of Paternity Acknowledgement Forms when available at the State Office of Vital Records. To request a search for records, staff may copy and paste the template in an email to DCSSPOLICY-PATERNITY@dhs.ga.gov with the subject: **Intergovernmental BC/PA Request**. The requester must include a copy of their Employee ID with the request for security and validation. The required template is below:

Document Request

]PA]BC]Both (Place an X by the document(s) you are requesting)

Child(ren) Detail

Child's Name:

DOB:

Birth Certificate # (if known):

(Add additional children here.)

Mother's Name:

Mother's DOB:

Father's Name:

Father's DOB:

To be completed by Vital Records Staff

Date PA Signed:

Father's Name on PA:

If no PA, was mother married at child's birth?

If yes, to whom?

In addition, the mailing address for the Georgia Division of Child Support Services State Office has changed to:

**Division of Child Support Services
2910 Miller Rd, Suite 200
Decatur GA 30035**