

**BIRTH CERTIFICATE
INSTRUCTIONS:
PRINT AND KEEP THIS PAGE!!**

1. You will be given an unofficial form to complete.
2. Submit this COMPLETED form to midwife(via pic or scan into email)
 - a. please make sure all information regarding employers info is completed in its entirety
3. The form will be entered into the state of GA's vital records system.
4. Once submitted, the certificate will be accessible for purchase.
5. How to obtain a copy of the birth certificate:
 - a. Online: Go to the vital statistics office of your county, and order the birth certificate.
 - b. In person: to your local vital stats office to obtain a copy
 - c. The SOCIAL SECURITY CARD will be MAILED to your home address within 2 weeks.

Unmarried Couples:

1. After the information is entered into the system, you will be EMAILED a copy of the pre-filled paternity Form.
2. Take the PA form and sign with a NOTARY.
3. Notify the the midwife of the DATE in which the form was notarized
4. At that time, the midwife will officially submit the birth certificate into GA system.
5. Follow the instructions above (#5)

Please allow 1-2 weeks for the birth certificate to be filed by BBG administration.