DeKalb County Vital Records

Phone Tree: Main Number 404-294-3783

*Script:*

For English, press \_\_\_\_\_\_\_

Para español, pulse 2 \_\_\_\_\_\_\_.

Thank you for calling the DeKalb County Office of Vital Records. Birth and death certificates are available for all Georgia counties. You may also visit our website at [www.dekalbhealth.net](http://www.dekalbhealth.net) for further information. You are at the main menu.

Press \_\_\_\_\_, for birth certificates.

Press \_\_\_\_\_, for death certificates.

Press \_\_\_\_\_, for general information.

Press \_\_\_\_\_, to leave a message *(this will go to the general mailbox)*.

*(Birth certificates)*

Birth certificates are available for any birth in Georgia and are released to the subject, listed parents, legal grandparents or legal representatives. You must present a valid driver’s license, state-issued ID, passport or consulate card. The cost is $25 for one copy; each additional copy made at the same time is $5.00. We accept cash, debit cards, and credit cards only. We do not accept personal checks. If you would like to leave a message, please press \_\_\_\_\_ *(this will go to the general mailbox)*. If you need to speak with a representative, press \_\_\_\_\_\_ *(this will go to Debbie)*. To hear this message again, press \_\_\_\_\_ *(this returns to birth certificates). (Wait 6 seconds, then….”Please make your selection or hang up”; wait 6 seconds, then…”Goodbye.”).*

*(Death certificates)*

Georgia death certificates with a listed cause of death are released to next of kin only. You must present a valid driver’s license, state-issued ID, passport or consulate card. The cost is $25 for the first copy; each additional copy made at the same time is $5.00. We accept cash, debit cards, and credit cards only. We do not accept personal checks. If you would like to leave a message, press \_\_\_\_\_ *(this will go to the general mailbox)*. If you need to speak with a representative, press \_\_\_\_\_\_ *(this will go to Debbie)*. To return to the main menu, please press \_\_\_\_\_ *(this returns to the main menu)*. To hear this message again, press \_\_\_\_\_ *(this returns to death certificates). (Wait 6 seconds, then….”Please make your selection or hang up”; wait 6 seconds, then…”Goodbye.”).*

*(General Information)*

The DeKalb Office of Vital Records is located in the E.L. Richardson Health Center located at 445 Winn Way, Decatur, GA 30030. Records include all deaths and births occurring in Georgia. Office hours are 8:00 a.m. – 4:30 p.m., Monday through Friday. We are closed on state holidays. Please visit our website at [www.dekalbhealth.net](http://www.dekalbhealth.net) for further information, including corrections or changes to existing records. If you would like to leave a message, press \_\_\_\_\_ *(this will go to the general mailbox)*. To hear this message again, press \_\_\_\_\_ *(this returns to general information). (Wait 6 seconds, then….”Please make your selection or hang up”; wait 6 seconds, then…”Goodbye.”).*

*General mailbox script*

At the tone, please leave a detailed message for DeKalb Vital Records. Include a call-back number so that your message may be returned within 24 hours. When you are finished, hang up.