

Frequently Asked Questions

How do I obtain a certified copy of my child's birth certificate?

Contact the agency responsible for vital records in the state in which your child was born.

Habersham County Probate Court - (706) 754-2013

[Georgia Department of Vital Records](#) – (404) 679-4701

[VitalChek](#)- (VitalChek charges a processing fee for this service.)

How do I obtain a copy of my child's social security card?

Contact the local Social Security Administration Office.

[Social Security Administration](#) - (800) 772-1213

How do I obtain a Georgia Immunization Form (Form 3231) and Eye, Ear, Dental, and Nutrition Form (Form 3300)?

Contact your child's (Georgia) medical provider or visit the **Habersham County Health Dept. 185 Scoggins Drive, Demorest, GA 30535; (706) 778-7156**. If you have completed forms from another state, you must visit the Health Department or another GA medical provider to have the information transferred to the approved Georgia forms.

What documentation do I need to provide if I live with someone else?

Proof of residence in the name of the person with whom your family is living must be provided with an Affidavit of Residency. The affidavit must be signed by the person with whom your family is living, the parent/guardian of the child and a Notary Public.

What documentation do I provide for proof of residence if I moved in the last 30 days?

Contact your local utility company to obtain documentation that service is pending. Be sure that this document states the name of the enrolling parent and the physical address.

How do I obtain a copy of my utility bill?

Contact your utility company or print a copy of your most recent electronic statement.

Georgia Power – (888) 660-5890

Habersham EMC – (706) 754-2114