DEATH CERTIFICATE APPLICATION

(Please print clearly and fill out as much information in English as you can. Forms submitted in other languages might take longer to process.)

<table>
<thead>
<tr>
<th>1. LAST NAME AT TIME OF DEATH</th>
<th>2. FIRST NAME</th>
<th>3. ☐ FEMALE ☐ MALE</th>
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<tbody>
<tr>
<td>MM DD YYYY</td>
<td>BEGIN SEARCH MM DD YYYY END SEARCH MM DD YYYY</td>
<td>MAN or BRONX or BLYN or QUEENS or SJO</td>
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11. SPOUSE OR DOMESTIC PARTNER’S NAME 12. LAST KNOWN ADDRESS 13. OCCUPATION OF DECEASED

14. FATHER/PARENT’S NAME 15. MOTHER/PARENT’S NAME BEFORE MARRIAGE

16. SOCIAL SECURITY NUMBER 17. CERTIFICATE NUMBER (if known)

18. WHY DO YOU NEED THIS CERTIFICATE? 19. WHAT IS YOUR RELATIONSHIP TO DECEASED?

PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW

NAME

STREET ADDRESS APT. NO.

CITY STATE ZIP CODE

DAYTIME PHONE NUMBER Area Code Telephone Number

E-MAIL ADDRESS

20. DO YOU NEED THE CAUSE OF DEATH? ☐ YES ☐ NO

You may only obtain cause of death if your relationship to the deceased is listed below:

- ☐ Spouse or Domestic Partner
- ☐ Parent or Child
- ☐ Sibling
- ☐ Grandparent
- ☐ Grandchild
- ☐ Person in control of disposition on death certificate

21. FEES

$15 per copy x _____ copies $ _______

Cost of certified copy includes a two consecutive year search

$3 for each extra year searched x _____ years $ _______

Total Amount Enclosed: $ _______

IF RECORD IS NOT ON FILE, A CERTIFIED “NOT FOUND STATEMENT” WILL BE ISSUED.

FOR NOTARY PUBLIC USE ONLY

APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED

STATE OF ________________________________

COUNTY OF _______________________________

SUBSCRIBED AND SWORN BEFORE ME:

THIS _____ DAY OF ____________, 20_________

NOTARY PUBLIC SIGNATURE

Signature (required) Date

Credit cards are not accepted for mail-in orders. Please make your check or money order payable to the NYC Department of Health and Mental Hygiene. If from a foreign country, send an international money order or check drawn on a U.S. bank. Cash is not accepted by mail or in person.

ORDER DEATH CERTIFICATES QUICKLY AND SECURELY AT WWW.NYC.GOV/VITALRECORDS

(Rev. 1/19)
### IMPORTANT DEATH CERTIFICATE INFORMATION

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Death Certificate + Cause of Death</th>
<th>Death Certificate Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse, Domestic Partner, Parent, Child, Sibling, Grandparent, Grandchild</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Niece, Nephew, Aunt, Uncle, Great Grandchild, Great-Great Grandchild, Grandniece, Grandnephew</td>
<td>✔</td>
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</tbody>
</table>

- Falsifying information, including forging a signature, to obtain a death certificate is a misdemeanor and violators may also be subject to a fine of up to $2,000 per violation.
- Submitting fraudulent identification is a crime and violators are subject to prosecution.
- Please see below for identification requirements, fees and other important information.
- ID requirements are subject to change.

### 3 Ways to Order a New York City Death Certificate

- **Online**: Visit [www.nyc.gov/vitalrecords](http://www.nyc.gov) to order using a credit card, debit card or electronic check. “Only spouses, domestic partners, parent, siblings, grandparent, grandchild, or person in charge of the disposition (informant) may submit orders online.”

- **Walk-In**: Go to 125 Worth Street in Lower Manhattan and use the Lafayette Street (handicapped accessible) or Centre Street entrances. We are open Monday through Friday 9:00AM – 3:30PM. Lines are shortest in the morning.

- **By Mail**: Applications submitted by mail must be signed in the presence of a Notary Public. Mail your application to 125 Worth Street, CN-4, New York, NY 10013. Be sure to include a self-addressed, stamped, envelope with your check or money order. You also will need to provide a photocopy of the required identification and any necessary documentation (see below).

### Identification (ID) requirements including the deceased’s spouse, domestic partner, parent, sibling, grandparent, grandchild, or person in charge of the disposition (informant)

We accept any of the following, **IF** it includes your photo, your signature and is unexpired:

- Driver’s License or Non-driver’s ID Card
- NYS benefit card with photo
- U.S. or foreign passport or passport card
- Permanent resident card
- University or college ID with a current transcript
- Inmate ID with current release papers
- Job ID with a current pay stub
- NYC Access-A-Ride card
- IDNYC Municipal ID
- NYC MTA reduced fare card

**If you don’t have any of the above, we also accept:**

- Two different documents as indicated below if they show your name and address and are dated within the past 60 days, we will MAIL the certificate
  - Utility or telephone bills
  - Official government mail that you have received

### Documentation requirements for applicants NOT related to the deceased

If you are not related to the deceased, you need to establish your right to obtain a death certificate. You may obtain a death certificate if you are the legal representative of the estate, a party with a property right to protect or assert, or if you can specify another judicial or other proper purpose.

- Insurance Policy
- Will
- Bank Book or statement
- Property Deed
- Other document showing entitlement

If you are unable to provide the required documents, ask us for help by calling 311 or 1-212-NEW-YORK if you are outside of New York City.