



Office of Vital Records
 125 Worth Street, CN-4, Room 133
 New York, N.Y. 10013-4090
**ORDER DEATH CERTIFICATES QUICKLY
 AND SECURELY ONLINE**
 AT: nyc.gov/vitalrecords
 REGISTER TO VOTE: voting.nyc

**SEE INSTRUCTIONS AND
 APPLICABLE FEES BELOW AND
 ON BACK**

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.)

1. LAST NAME AT TIME OF DEATH		2. FIRST NAME		3. <input type="radio"/> FEMALE <input type="radio"/> MALE <input type="checkbox"/>	
4. DATE OF DEATH MM DD YYYY		5. IF YOU DON'T KNOW THE EXACT DATE OF DEATH BEGIN SEARCH MM DD YYYY END SEARCH MM DD YYYY			
6. PLACE OF DEATH		7. BOROUGH MAN <input type="radio"/> BRONX <input type="radio"/> BKLYN <input type="radio"/> QUEENS <input type="radio"/> SI <input type="radio"/>		8. AGE	9. HOW MANY COPIES DO YOU NEED?
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		DAYTIME PHONE NUMBER	
STREET ADDRESS		Area Code Telephone Number	
CITY		E-MAIL ADDRESS	
STATE		ZIP CODE	

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:
 Please check the appropriate box
 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: \$ _____

FOR NOTARY PUBLIC USE ONLY

22. **CUSTOMER SIGNATURE. IF BY MAIL MUST BE NOTARIZED**
 By my signature below, I state I am the person whom I represent myself to be herein. I affirm the information within this form is complete and accurate. In addition, I acknowledge that misstating my identity or assuming the identity of another person including forging a signature may subject me to a misdemeanor and violators may also be subject to a fine of up to \$2,000.

Signature (required)

Date

APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED STATE OF _____ COUNTY OF _____ SUBSCRIBED AND SWORN BEFORE ME: THIS ____ DAY OF _____, 20 ____ NOTARY PUBLIC SIGNATURE	NOTARY PUBLIC SEAL
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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 NYC.GOV/VITALRECORDS

IMPORTANT DEATH CERTIFICATE INFORMATION

Relationship	Death Certificate + Cause of Death	Death Certificate Only
Spouse, Domestic Partner, Parent, Child, Sibling, Grandparent, Grandchild	✓	
Niece, Nephew, Aunt, Uncle, Great Grandchild, Great-Great Grandchild, Grandniece, Grandnephew		✓

- 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 nyc.gov/vitalrecords 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 payable to the NYC Department of Health and Mental Hygiene. 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:

- | | |
|---|--|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 |
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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 1-212-639-9675 if you are outside of New York City.