



登記投票：

Register to vote:

<http://www.nycfb.info/nyc-votes/registering/>

Health

人口登記辦公室 (Office of Vital Records)
125 Worth Street, CN-4, Room 133
New York, N.Y.10013-4090

請參閱下面及第 3 和 4 頁的
說明及相關費用

**SEE INSTRUCTIONS AND
APPLICABLE FEES BELOW
AND ON PAGES 3 AND 4**

死亡證明申請書 DEATH CERTIFICATE APPLICATION

(請以正楷清楚地填寫，盡可能以英文填寫最多的資料。以其他語言提交的表單可能需要較長的處理時間。)

(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. 死亡時的姓氏 / LAST NAME AT TIME OF DEATH		2. 名字 / FIRST NAME		3. <input type="radio"/> 女性 / FEMALE <input type="radio"/> 男性 / MALE	
4. 死亡日期 / DATE OF DEATH 月 MM 日 DD 年 YYYY		5. 如果您不知道確切的死亡日期 / IF YOU DON'T KNOW THE EXACT DATE OF DEATH 開始搜尋 BEGIN SEARCH 月 MM 日 DD 年 YYYY 結束搜尋 END SEARCH 月 MM 日 DD 年 YYYY			
6. 死亡地點 / PLACE OF DEATH		7. 行政區 / BOROUGH MAN <input type="radio"/> BRONX <input type="radio"/> BKLYN <input type="radio"/> QUEENS <input type="radio"/> SI <input type="radio"/>		8. 年齡 / AGE	9. 您需要多少份？ / HOW MANY COPIES DO YOU NEED?
10. 是否需要範例信函？ / DO YOU NEED A LETTER OF EXEMPLIFICATION <input type="radio"/> 是 / YES <input type="radio"/> 否 / NO		11. 配偶或同居夥伴的姓名 / SPOUSE OR DOMESTIC PARTNER'S NAME		12. 最新地址 / LAST KNOWN ADDRESS	
13. 死亡時的職業 / OCCUPATION OF DECEASED		14. 父親/家長姓名 / FATHER / PARENT'S NAME		15. 母親 / 家長婚前姓名 / MOTHER / PARENT'S NAME BEFORE MARRIAGE	
16. 社會安全號碼 / SOCIAL SECURITY NUMBER		17. 證明編號 (若已知) / CERTIFICATE NUMBER (if known)			
18. 您為什麼需要此死亡證明？ / WHY DO YOU NEED THIS CERTIFICATE?		19. 您與已故者的關係為何？ / WHAT IS YOUR RELATIONSHIP TO DECEASED?			
請於下方以正楷清楚書寫您的郵寄與聯絡資訊 / PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW					
姓名 / NAME		白天的電話號碼 / DAYTIME PHONE NUMBER			
街道地址 / STREET ADDRESS 公寓號碼 / APT. NO.		區碼 / Area Cod 電話號碼 / Telephone Number			
城市 / CITY 州 / STATE 郵遞區號 / ZIP CODE		電子郵件地址 / E-MAIL ADDRESS			
20. 您是否需要死亡原因？ / DO YOU NEED THE CAUSE OF DEATH? <input type="radio"/> 是 / YES <input type="radio"/> 否 / NO 僅在您與已故者的關係如下方所列才可獲得死亡原因： You may only obtain cause of death if your relationship to the deceased is listed below: 請選取適當的方塊 / Please check the appropriate box <input type="radio"/> 配偶或同居夥伴 / Spouse or Domestic Partner <input type="radio"/> 父母或子女 / Parent or Child <input type="radio"/> 兄弟姐妹 / Sibling <input type="radio"/> 祖父母 / Grandparent <input type="radio"/> 孫子女 / Grandchild <input type="radio"/> 負責處理死亡證明之人員 / Person in control of disposition on death certificate		21. 費用 / FEES 每份 \$15 x _____ 份 \$ _____ \$15 per copy x copies 證明副本費用包括一項連續兩年的搜尋費用 Cost of certified copy includes a two consecutive year search 超過兩年為 \$3/年 x _____ 年 \$ _____ \$3 for each extra year searched x years 隨附的總金額：\$ _____ Total Amount Enclosed: 如果檔案中找不到記錄，必須核發認證的「找不到聲明」 IF RECORD IS NOT ON FILE, A CERTIFIED 「NOT FOUND STATEMENT」 WILL BE ISSUED			

<p>22. 客戶簽名。透過郵件提交必須經過公證 CUSTOMER SIGNATURE. IF BY MAIL MUST BE NOTARIZED</p> <p>透過在下面簽名，我聲明我是代表我本人的個人。本人確認此表格中的資訊完整而準確。此外，本人確認，如果偽報本人身份或冒充其他人的身份 (包括偽造簽名) 將屬輕罪，違反者同時將處以最高達 2,000 美元的罰款。</p> <p>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.</p>	<p>FOR NOTARY PUBLIC USE ONLY (僅用於公證)</p>	
<p>簽名 (必要) Signature (required)</p>	<p>日期 Date</p>	<p>APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED</p> <p>STATE OF _____</p> <p>COUNTY OF _____</p> <p>SUBSCRIBED AND SWORN BEFORE ME: THIS ____ DAY OF _____, 20 ____</p> <p>_____ NOTARY PUBLIC SIGNATURE</p>
<p>NOTARY PUBLIC SEAL</p>		

郵寄申請不接受信用卡。請以支票或匯票方式 (抬頭為「NYC Department of Health and Mental Hygiene」 (紐約市健康與心理衛生局)) 進行支付。如果是來自國外，請郵寄國際匯票或以美國銀行為付款人的支票。不接受郵寄或親自送達的現金。

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.**

迅速且安全地申請死亡證明，請上網：WWW.NYC.GOV/VITALRECORDS
ORDER DEATH CERTIFICATES QUICKLY AND SECURELY AT WWW.NYC.GOV/VITALRECORDS

重要的死亡證明資訊

- 如果您是已故者的配偶、同居伴侶、家長、子女、兄弟姐妹、祖父母或孫子女，或您有權利獲得本文件 (參閱下面的文件要求)，您可以獲得已故者的死亡證明。
- 所有的死亡證明將郵寄送達，通常在 2-4 週內郵寄。如有緊急需求並提供了證明，您可以要求加急服務，然後您將會在 5-7 個工作日內收到證明。
- 偽造的資訊 (包括偽造簽名) 以取得死亡證明是輕罪，違法者可能處以每次違反最高達 2,000 美元的罰款。
- 提交假冒身份屬於犯罪，將會遭到起訴。
- 請參閱下文瞭解身份要求、費用及其他重要資訊。
- 身份要求可能會有變更。

申請紐約市死亡證明的 3 種方式

- **線上：**請造訪 www.nyc.gov/vitalrecords，使用信用卡、金融卡或電子支票申請。「只有配偶、同居伴侶、父母、兄弟姐妹、祖父母、孫子女或負責處理死亡證明之人員 (提供資料的人員) 才可線上提交訂單」。
- **親自造訪：**請前往位於下曼哈頓的 125 Worth Street，並進入 Lafayette Street (無障礙設施) 或 Centre Street 入口。我們的開放時間是週一到週五上午 9:00 – 下午 3:30。早上排隊人數最少。
- **郵寄：**以郵寄提交的申請必須在公證人員面前簽名。請將申請書郵寄到：125 Worth Street, CN-4, New York, NY 10013。請務必附上已貼郵資的回寄信封與付款的支票或匯票。您還需要提供所要求身份的影印件和其他必要證明 (請參閱下文)。

身份 (ID) 要求包括已故者的配偶、同居伴侶、父母、兄弟姐妹、祖父母、孫子女或負責處理死亡證明的人員 (提供資料的人員)

我們接受以下任一項，只要包括您的照片、簽名且未過期：

- 駕照或非駕駛類身分證
- IDNYC 市民身分證
- 護照
- 政府 ID
- 附工資單的工作證

如果您無法提供上述資料，我們也可接受：

- 附照片的服刑人身分證與釋放文件
- 如果下面註明的兩類不同文件顯示有您的姓名和地址，並且日期在過去 60 天以內，我們將郵寄證明
 - 水電費或電話費賬單
 - 您收到的政府官方郵寄資料

如果您沒有上述要求的資料，可電郵至 nycdohvr@health.nyc.gov 諮詢其他相關資訊和選項。

與已故者不相關的申請人之文件要求

如果您與已故者不相關，需證明您有權利獲取其死亡證明。如果您是房產的法定代理人、保護或維護不動產權的一方，或您可說明其他司法或其他合法用途，可以獲得死亡證明。

- 保險保單
- 遺囑
- 銀行賬本或對賬單
- 房產契據
- 其他顯示權利的證明

如果您無法提供需要的證明，可致電 311 或 1-212-639-9675 (若您在紐約市外) 向我們求助。

IMPORTANT DEATH CERTIFICATE INFORMATION

- You can obtain a death certificate if you are the spouse, domestic partner, parent, child, sibling, grandparent or grandchild of the decedent, or if you establish your right to obtain this document (*see documentation requirements below*).
- All death certificates are mailed, usually within 2-4 weeks. If there is an urgent need, and documentation is provided, you can request expedited services and you will be called to pick up the certificate in 5-7 business days.
- 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 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
- IDNYC Municipal ID
- Passport
- Government ID
- Employment ID with pay stub

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

- Inmate photo ID with release papers
- 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

If you do not have the items required above, you may email nycdohvr@health.nyc.gov for additional information and options.

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.