



Office of Vital Records
 125 Worth Street, CN-4, Room 133
 New York, N.Y. 10013-409
 ORDER DEATH CERTIFICATES QUICKLY AND SECURELY ONLINE
 AT: nyc.gov/vitalrecords
 REGISTER TO VOTE: voting.nyc

DEATH CERTIFICATE APPLICATION

1. LAST NAME OF DECEDENT AT TIME OF DEATH		2. FIRST NAME OF DECEDENT		3. FEMALE <input type="checkbox"/> MALE <input type="checkbox"/>	
4. DATE OF DEATH <div style="display: flex; justify-content: space-around; width: 100%;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div> <div style="display: flex; justify-content: space-around; width: 100%; font-size: small;"> MM DD YYYY MM DD YYYY MM DD YYYY </div>		5. IF EXACT DATE IS UNKNOWN PROVIDE DATES FOR DEATH SEARCH <div style="display: flex; justify-content: space-between;"> <div>START DATES <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></div> <div>END DATES <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></div> </div> <div style="display: flex; justify-content: space-around; width: 100%; font-size: small;"> MM DD YYYY MM DD YYYY </div>			
6. INDICATE LOCATION OF DEATH: HOME <input type="checkbox"/> FACILITY <input type="checkbox"/> OTHER OR UNKOWN <input type="checkbox"/>		7. BOROUGH: MAN <input type="checkbox"/> BRONX <input type="checkbox"/> BKLYN <input type="checkbox"/> QUEENS <input type="checkbox"/> SI <input type="checkbox"/>		8. AGE OF DECEDENT	9. HOW MANY COPIES?
11. NAME OF SPOUSE/DOMESTIC PARTNER OF DECEDENT		12. LAST KNOWN ADDRESS OF DECEDENT		10. DO YOU NEED A LETTER OF EXEMPLIFICATION? YES <input type="checkbox"/> NO <input type="checkbox"/>	
14. FATHER/PARENT'S NAME OF DECEDENT		15. MOTHER/PARENT'S NAME OF DECEDENT BEFORE MARRIAGE			
16. SOCIAL SECURITY NUMBER OF DECEDENT		17. DEATH CERTIFICATE NUMBER (IF KNOWN)			
18. WHY DO YOU NEED THIS CERTIFICATE?		19. WHAT IS YOUR RELATIONSHIP TO THE DECEDENT?			
20. DO YOU NEED THE CAUSE OF DEATH? YES <input type="checkbox"/> NO <input type="checkbox"/> You may only obtain cause of death is your relationship to the deceased is listed below. Please check the appropriate box: <input type="checkbox"/> Spouse or Domestic Partner <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Sibling <input type="checkbox"/> Informant or person in control of disposition on death certificate		21. FEES \$15 per copy x _____ copies \$ _____ Cost of certified copies includes a two consecutive year search \$3 for each extra year searched x _____ years \$ _____ <div style="text-align: right;">Total Amount Enclosed \$ _____</div> <small>IF RECORD IS NOT ON FILE, A CERTIFIED "NOT FOUND STATEMENT" WILL BE ISSUED.</small>			

PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW

YOUR NAME		DAYTIME PHONE NUMBER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
STREET ADDRESS		APT. NO.	
CITY		STATE	
ZIP CODE		E-MAIL ADDRESS <input style="width: 100%;" type="text"/>	
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)		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	
<small>CREDIT CARDS ARE NOT ACCEPTED FOR MAIL-IN ORDERS. PLEASE MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO: 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.</small>			

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 www.nyc.gov/vitalrecords using a credit card, debit card, or electronic check.
- 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 FOR ENTITLED APPLICANTS

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

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|---|--|
| <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 do not 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 last 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 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 documentation 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.