



Office of Vital Records
 125 Worth Street, CN-4, Room 133
 New York, N.Y. 10013-4090

SEE INSTRUCTIONS AND APPLICABLE FEES BELOW

OFFICE USE ONLY

DO NOT WRITE IN THIS SPACE

DEATH CERTIFICATE APPLICATION
(Please Print Clearly)

1. LAST NAME AT TIME OF DEATH			2. FIRST NAME			3. <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE		
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	8. AGE	9. HOW MANY COPIES DO YOU NEED?	10. DO YOU NEED A LETTER OF EXEMPLIFICATION <input type="checkbox"/> YES <input type="checkbox"/> NO		
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	

NOTE: The confidential medical report of death, including the cause of death, can only be issued for deaths occurring on or after January 1, 2010.

20. DO YOU NEED THE CAUSE OF DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO Cause of Death is only available for deaths occurring on or after January 1, 2010. You are only entitled to the cause of death if your relationship to the decedent is listed below: Please check the appropriate box <input type="checkbox"/> Spouse or Domestic Partner <input type="checkbox"/> Child <input type="checkbox"/> Parent/Legal Guardian <input type="checkbox"/> Person in control of disposition as written on death certificate <input type="checkbox"/> The legal representative of one of the above; please specify _____ I certify that I am entitled to receive the cause of death of _____ who died on _____ Date Name of decedent _____ Date Signature (required) _____ Date		21. FEES \$15 per copy x _____ copies \$ _____ Cost of certified copy includes a two consecutive year search \$3 for each additional year searched x _____ years \$ _____ Total Amount Enclosed: \$ _____ IF RECORD IS NOT ON FILE, A CERTIFIED "NOT FOUND STATEMENT" WILL BE ISSUED.	
22. CUSTOMER SIGNATURE _____ Signature (required) _____ Date _____		23. CUSTOMER COMMENTS/ADDITIONAL INFORMATION _____	

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. Please do not send cash.

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

IMPORTANT DEATH CERTIFICATE INFORMATION

- You can obtain a death certificate if you are the spouse or other blood relative of the deceased, or if you establish your right to obtain this document (*see documentation requirements below*).
- All death certificates are mailed, usually within 2-4 weeks. Certificates can be picked-up upon request if you can document the urgent situation. You will be contacted for pick-up.
- 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.
- 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, or other blood relatives of the deceased 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:** 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 if you are a blood relative (including the deceased's spouse or domestic partner) of the deceased

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

- Driver's License
- 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:
 - Utility or telephone bills
 - Letter from a government agency

Documentation Requirements for applicants NOT related to the deceased

In addition to the above identification requirements, you will need to establish your right to obtain a death certificate by providing any of the following original or certified documents which include **both** your name and the name of the deceased:

- 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.
