

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					early)				
1. LAST NAME AT TIME OF DEATH 2. FIF			ST NAME					3. FEMALE	
								☐ MALE	
4. DATE OF DEATH 5. IF YOU DON'T KNOW THE EXACT DATE OF DEATH									
MM DD YYYY BEGIN SEARCH MM DD				YYYY SEARCH MM DD YYYY					
6. PLACE OF DEATH 7. BOROUGH			8. AGE 9. HOW MANY COPIES 10. DO YOU NEED A LETTER OF						
			DO YOU NEED? EXEMPLIFICATION ☐ YES ☐ NO						
11. SPOUSE OR DOMESTIC PARTNER'S NAME 12. LAST KNOWN			ADDRESS 13. OCCUPATION					ON OF DECEASED	
14. FATHER/PARENT'S NAME			15. MOTHER/PARENT'S NAME BEFORE MARRIAGE						
10. COCIAL OF CURITY AND IMPER			La ception of a supple of						
16. SOCIAL SECURITY NUMBER				17. CERTIFICATE NUMBER (if known)					
18. WHY DO YOU NEED THIS CERTIFICATE?				19. WHAT IS YOUR RELATIONSHIP TO DECEASED?					
DI FACE DRINT VOLID MAII INC AND CONTACT INFORMATIO									
PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW									
NAME				DAYTIME PHONE — — — —					
STREET ADDRESS APT.				NO. NUMBER Area Code				ne Number	
CITY STATE ZIP C				⊢∊	-MAIL				
57.12				ADDRESS					
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?	21. FEES								
Cause of Death is only available for deaths occurring on or after January 1, 2010.				\$15 per copy x copies \$					
You are only entitled to the cause of death if your relationship to the decedent is listed below:				Cost of certified copy includes a two consecutive year search					
Please check the appropriate box				\$3 for each extra year searched x years \$					
☐ Spouse or Domestic Partner ☐ Child ☐ Parent/Legal Guardian			Total Amount Enclosed: \$						
Person in control of disposition as written on death certificate The legal representative of one of the above;			IF RECORD IS NOT ON FILE, A CERTIFIED "NOT FOUND STATEMENT" WILL BE ISSUED.						
please specify			APPLICATIONS SUBMITTED BY MAIL MUST NOTARY PUBLIC SEAL 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 including									
the need for and the entitlement to cause of death information. 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									
				COUNTY OF					
violators may also be subject to a fine of up to \$2,000 per violation. 22. CUSTOMER SIGNATURE. IF BY MAIL MUST BE NOTARIZED				SUBSCRIBED AND SWORN BEFORE ME:					
22. COSTOMER SIGNATURE. IF DT MAIL MUST BE NUTARIZED				DAY	′ OF,	20	-		
Signature (required) Date				PUBLIC	SIGNATURE		-		
- 3 (

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

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.
- > 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, 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: 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 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.