



Health

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. FEMALE MALE
4. DATE OF DEATH
5. IF YOU DON'T KNOW THE EXACT DATE OF DEATH
6. PLACE OF DEATH
7. BOROUGH
8. AGE
9. HOW MANY COPIES DO YOU NEED?
10. DO YOU NEED A LETTER OF EXEMPLIFICATION
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
APT. NO.
CITY
STATE
ZIP CODE
E-MAIL 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
22. CUSTOMER SIGNATURE. IF BY MAIL MUST BE NOTARIZED
Signature (required)
Date
NOTARY PUBLIC SIGNATURE

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.