



Health

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

Register to vote:

http://www.nycceb.info/public/VRC/registeringToVote.aspx?sm=public_rtv

SEE INSTRUCTIONS AND APPLICABLE FEES BELOW AND ON BACK

DEATH CERTIFICATE APPLICATION

(Please Print Clearly)

Form with fields for: 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, 18. WHY DO YOU NEED THIS CERTIFICATE?, 19. WHAT IS YOUR RELATIONSHIP TO DECEASED?

PLEASE PRINT YOUR MAILING AND CONTACT INFORMATION CLEARLY BELOW

Mailing and contact information fields: NAME, STREET ADDRESS, CITY, STATE, ZIP CODE, DAYTIME PHONE NUMBER, APT. NO., E-MAIL ADDRESS, Telephone Number.

Fields 20 and 21: 20. DO YOU NEED THE CAUSE OF DEATH? YES/NO with checkboxes for Spouse, Parent, Sibling, Grandparent, Grandchild, Person in control. 21. FEES: \$15 per copy, \$3 for each extra year searched, Total Amount Enclosed.

Fields 22 and Notary: 22. CUSTOMER SIGNATURE. IF BY MAIL MUST BE NOTARIZED. NOTARY PUBLIC SEAL. APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED. STATE OF, COUNTY OF, SUBSCRIBED AND SWORN BEFORE ME, THIS DAY OF, 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. 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, 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.