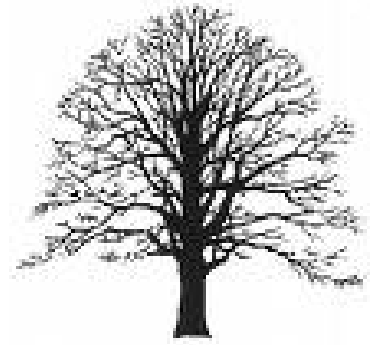


Death Certificates

Who is eligible to obtain a death certificate copy?

- The spouse, parent or child of the deceased
- Other persons who have a:
 - Documented lawful right or claim
 - Documented medical need
 - New York State Court Order



What is a lawful right or claim?

If the applicant is not the spouse, parent or child of the decedent, a lawful right or claim must be documented. An example of a lawful right or claim would be a death record needed by the applicant to claim a benefit. Documentation would consist of an official letter from the agency verifying that to process the claim they require from the applicant a copy of the requested death record.

Identification Requirements – application must be submitted with copies of either A or B:

A. One (1) of the following forms of valid photo-ID

- Driver license
- State issued non-driver photo-ID card
- Passport
- U.S. Military issued photo-ID

B. Two (2) of the following showing the applicants name and address *must* be provided:

- Utility or telephone bills
- Letter from a government agency dates within the last six (6) months

~ Failure to provide necessary identification will result in the rejection of your application. ~

What is the fee for a death certificate copy?

The fee is \$30.00 per death certificate copy.

Internet and telephone orders require a major credit card. There is an additional \$6.00 vendor processing fee per transaction (not per copy).

Payment of mail order copies may be made by check or money order drawn on a United States bank payable to Monroe County Vital Records – **DO NOT SEND CASH.**

How long will it take?

Internet or telephone requests are processed within two (2) to three (3) business days of receipt. Each order is sent out via U.S. First Class Mail unless UPS handling is selected at an additional \$17.50+ fee.

Mail requests ordered are currently processed with five (5) business days from which they are received. Completed applications will be returned via U.S. First Class Mail unless a **pre-paid** return mailer for overnight delivery is included with the request.

Methods of ordering:

Choose an order method preference to get additional information:

- Order over the [internet](#)
- Order by [telephone](#)
- Order by [mail](#)

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