

# Death Certificate Request by Mail

Who is eligible to obtain a death certificate via mail?

## Who is eligible to obtain a death certificate copy?

- The spouse, parent, child or sibling of the deceased (must be documented on application)
- 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, child or sibling 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** and signature notarized:

- A. One 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 of the following showing the applicant's name and address:
  - Utility or telephone bill
  - Letter from a government agency dated within the last six months

**Fee - \$10.00 per copy (check/money orders should be made payable to the Town of Walton)**

**Mail your request and the appropriate fee to:**

Town of Walton  
Attn: Town Clerk/Collector  
129 North Street  
Walton, NY 13856

# Application to Local Registrar for Copy of Death Record

PLEASE COMPLETE FORM AND ENCLOSE FEE

FEE: \$10.00 per copy or No Record Certification. Please do not send cash or stamps.

PLEASE PRINT OR TYPE

Name of Deceased			Date of Death or Period to be Covered by Search		
First	Middle	Last			
Name of Father of Deceased			Social Security Number of Deceased		
First	Middle	Last			
Maiden Name of Mother of Deceased			Date of Birth of Deceased		Age at Death
First	Middle	Last	Month	Day	Year
Place of Death					
Name of Hospital or Street Address			Village, Town or City		County
Purpose for Which Record is Required					
What was your relationship to the deceased? _____					
In what capacity are you acting? _____					
If attorney, name and relationship of your client to deceased _____					
Signature of Applicant _____			Date _____		
Address of Applicant _____					

COMPLETE FOR DEATHS OCCURRING AS OF JANUARY 1, 1988

\_\_\_\_\_ Number of copies requested with confidential cause of death  
\_\_\_\_\_ Number of copies requested without confidential cause of death

PLEASE PRINT NAME AND ADDRESS WHERE RECORD SHOULD BE SENT

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_