



Information Page – Request for Copy of Death Certificate

General Instructions

- Use this application only if you are the spouse, parent or child of the deceased. Document(s) to prove relationship is required. Example: if you are the spouse of the decedent, then you must provide a copy of your marriage certificate. If you are the child of the decedent, then you must provide your birth certificate that lists your parent's names.
- If you are **not** the spouse, parent or child of the deceased, then you must submit with this application a copy of documentation establishing a lawful right or claim (see below).
- **DO NOT** use this application for *genealogy* requests.
- All mail requests and out of state applicants must have signatures notarized.
- Mail the completed form, copy of a valid drivers license, and payment to:
Town Clerk's office: 4160 Upper Mountain Road, Sanborn, NY 14132.

What is a lawful right or claim?

- If the applicant is not the spouse, parent or child of the decedent, a lawful right of 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 a copy of a court order or an official letter verifying that a copy of the requested death record is required from the applicant in order to process a claim.

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

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

- Driver License
- Non-Driver photo-ID Card
- Passport
- Other government issued photo-ID

Two (2) of the following showing the applicant's name and address:

- Utility or telephone bills
- Letter from a government agency dated within the last six months

General Information for Copy of Marriage Record Fees:

- Cost is \$10.00 for each certified copy
- If no record is on file, a "No Record Certification" will be issued