

**MUNICIPAL ORDER FORM**

**Death Certificate**

**Marriage License**

**Birth Certificate**

Name on birth record: \_\_\_\_\_

Full Name of Decedent: \_\_\_\_\_

Full Maiden Name of Bride: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Death: \_\_\_\_\_

Full Name of Groom: \_\_\_\_\_

How many copies? \_\_\_\_\_

How many copies? \_\_\_\_\_

Date of Marriage: \_\_\_\_\_

Parent(s) Names (with mother's maiden):  
\_\_\_\_\_  
\_\_\_\_\_

Certified Copy  Photocopy (noncertified)

How many copies? \_\_\_\_\_

Certified Copy  Photocopy (noncertified)

Certified Copy  Photocopy (noncertified)

**Applicant Information - Identification**

**Required**

Applicant Name: \_\_\_\_\_

Reason for death record request:

Applicant Signature: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Today's Date: \_\_\_\_\_

\$15 for 1<sup>st</sup> copy, \$6 for each additional copy, all fees are non-refundable

Indicate your Relationship to the person on requested record below:

- Self
- Spouse
- Registered Domestic Partner
- Parent
- Guardian
- Descendant
- Attorney of person on record
- Genealogist ID # \_\_\_\_\_

- Determination or protection of personal property rights
- Attorney/Physician/Funeral Director
- Legal Custodian; Guardian; POA; Conservator
- Authorized Representative
- Other: (specify) \_\_\_\_\_

Documentation for selections above must be presented at the time of the request for record(s)

Is Cause of Death needed?  Yes  No

**OFFICE USE ONLY**

PD BY: \_\_\_\_\_ CASH OR CHECK # \_\_\_\_\_

AMOUNT PAID \_\_\_\_\_

CERTIFICATE NUMBER \_\_\_\_\_

INITIALS OF PERSON PREPARING

CERTIFICATE: \_\_\_\_\_

Type of ID:  Driver's License  Passport

Other Govt. Picture ID Other: \_\_\_\_\_

**Proof of identity of applicant:**

Applicant must provide one of these:

- Driver's License
- Passport
- Government issued picture I.D.

OR two of these:

- Birth certificate
- Utility bills
- Bank statements
- Vehicle registration
- Income tax return
- Personal Check w/ address
- A previously issued vital record
- Letter from government agency requesting record (DHHS, WIC)
- Department of Corrections I.D. card
- Social Security Card
- DD 214
- Hospital; birth worksheet
- License/rental agreement
- Pay stub
- W-2
- Voter Registration card
- Disability award from SSA
- Other \_\_\_\_\_

**Establishing eligibility to acquire record:**

- Related applicants must provide proof of lineage.
  - Spouses must provide marriage license
  - Domestic Partners must provide proof of registration of domestic partnership
  - Attorneys must provide a signed, notarized release from family
  - Guardians must provide guardianship papers
  - Genealogists must provide a state-issued card
- Do not retain copies of proof provided or note any specific numbers

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