

Instructions for Application for Certified Copy of Birth or Death Record

- ! Fees are subject to change without notice. For any search where the record is not found, the searching fee is non-refundable or transferable.
- ! Birth records are confidential for 50 years and death records are confidential for 25 years; therefore, issuance is restricted.
- ! Administrative rules require that on restricted records, all identifying information (Items 1-6), relationship (Item 10), and purpose (Item 11) be provided in order to issue the record.
- ! Check the appropriate box for either a birth or death record and indicate the number of records requested.

- Item 1. Full Name of Person on Record C Enter the full name of the person shown on the record being requested.
- Item 2. Date of Birth or Death C Enter the exact date of birth or death. If the exact date of death is not known, enter the date the person was last know to be alive.
- Item 3. Sex C Enter male or female.
- Item 4. Place of Birth or DeathC Enter the name of the city or county in which the birth or death occurred. If the exact place of death is not known, enter the last address known when the person was alive.
- Item 5. Full Name of Father C Enter the full name of father of the person shown on the record.
- Item 6. Full Maiden Name of Mother C Enter the full maiden name of the mother of the person shown on the record.
- Item 7. Your Name C Enter your full name.
- Item 8. Telephone C Enter your telephone number with area code where you can be reached between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday.
- Item 9. Mailing Address C Enter your complete current mailing address.
- Item 10. Relationship to Person Named in Item 1 C Enter how you are related to the person whose record you are requesting.
- Item 11. Purpose for Obtaining this Record C Enter the reason or purpose for which you are requesting this record.
- Item 12. Additional Identifying Information for Death Certificate C The following additional information assists our staff in positively identifying a record when exact dates, places and spelling of the name(s) are not known for a death certificate: Social Security Number of Deceased, Birth Date, and Birth Place, etc.
- Item 13. If certified copy is to be mailed to some other person, please complete C Enter the complete current mailing address of the person who is to be mailed the certified copy(ies), if someone other than yourself.