

Vital Records Section Town of North Dansville	Application to Local Registrar for Copy of Death Record
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Town Clerk 14 Clara Barton Street Dansville, NY 14437	<i>FEE: \$10.00 per copy</i> <i>or No Record Certification</i> (Certified Check or Money Order) Cash - In Person Only
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INFORMATION OF DECEASED

<u>Name of Deceased</u> First: _____ Middle: _____ Last: _____	<u>Date of Birth of Deceased:</u> _____ <u>Date/Range of Death to be Searched:</u> _____
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<u>Social Security Number of Deceased</u> _____ - _____ - _____	<u>Age at Death:</u> _____
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Place of Death

Hospital or Street Address: _____	Town: _____ County: _____
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<u>Name of Father of Deceased:</u> First: _____ Middle: _____ Last: _____	<u>Maiden Name of Mother of Deceased:</u> First: _____ Middle: _____ Last: _____
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Purpose for which record is required: _____

What was your relationship to the deceased? _____

In what capacity are you acting? _____

If attorney, Name & Relationship of your client to deceased: _____

SIGNATURE of APPLICANT: _____ **Date:** _____

ADDRESS of APPLICANT: _____

COMPLETE FOR DEATHS OCCURING 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
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Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (_____) _____ - _____

Death Certificate Request Requirements

FEE: \$10.00 per copy or No Record Search

Who is eligible to get a copy of a death certificate?

- The spouse, parent, child or sibling of the deceased
- Others who request that have a:
 - documented lawful right or claim
 - documented medical need
 - New York State Court Order

If you are not the spouse, parent, child or sibling of the deceased you must document a lawful right or claim. For example, you may need a death certificate to claim a benefit. You would need an official letter from the agency saying you need the death record to process the claim.

What identification needs to be submitted by the applicant?

Application must be submitted with copies of either A or B:

- A. One of the following forms of valid photo-ID:
- Driver's license
 - State-issued, nondriver photo-ID card
 - Passport
 - U.S. Military-issued, photo-ID

OR

- 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

Please submit a copy of your U.S. passport in addition to the above ID if you are applying from a foreign country that requires a passport for travel.

Common Denial Reasons:

- Applications without proper ID
- Failure to submit a copy of their U.S. passport in addition to the required identifications when applying from a foreign country that requires a passport for travel.

Third Party Pickup of Vital Records

We do not encourage third party pickups. If you are unable to come to our office yourself, we recommend that you order your certificate by mail.

If you must have your record picked up by a third party, please follow these steps

Any discrepancies or a failure to fulfill all the above requirements may cause the Vital Records Office to be unable to issue the requested record.

Mail Application with fee in form of Check/Money Order/Certified Bank Check to:

Town of North Dansville
Town Clerk
14 Clara Barton Street
Danaville, NY 14437