

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER A DEATH CERTIFICATE?

Complete copies of a certified death certificate within two years of the date of death can only be issued to the following: parent, spouse, child (must provide proof of relationship/legal need), legal guardian (must provide proof of guardianship), authorized representative (must provide proof) or those who provide documentation showing it is needed for determination or protection of the individuals personal or property rights, proof of relationship, guardianship, or authorization is required before they may obtain certified copy of a death record.

Other requestor may receive a copy of a death certificate, however, because of HIPPA restrictions the cause of death information will be protected for two years. After two years they may receive a complete "Informational Only" copy upon producing identification and demonstrating a need.

IDENTIFICATION IS REQUIRED

The person signing the request must provide an enlarged legible photocopy of both sides of their valid driver's license or other legal picture identification with a signature or the requestor must have this application notarized.

Suggested Identification

Picture ID with a Signature	OR Two Forms of ID – One MUST have a Signature	OR
<ul style="list-style-type: none"> • Driver's License • State ID Card • Passport • Military ID Card • Tribal 	<ul style="list-style-type: none"> • Social Security Card • Work ID Card • Car registration/Insurance • Doctor/Medical record • Fishing License • US Military DD 214 • Utility Bill with a current address • Voter Registration Card • Credit/Debit/ATM Card • School ID Card • Library Card • Insurance Record • Pay Stub • Traffic/ Pawn ticket • Court record • Year Book 	<ul style="list-style-type: none"> • Notarized Montana Office of Vital Statistics Statement to Identify certified Birth or Death Certificate Applicant form (you must provide the original letter, not a photocopy or faxed copy) • Have an authorized family member that has an ID order the certificate

If a picture ID with a signature is not available, two other forms of identification are required; one **MUST** have a signature. Please include photocopies of **both sides** of the ID when mailing your request

IMPORTANT: If the identification requirement is **NOT** met or if the application is incomplete, your request will be returned and significant delays in processing your order may occur.

FEE (All fees must be U.S. funds)

- **CERTIFIED COPIES OF A DEATH CERTIFICATE** cost \$3.00 for each copy. (**non-refundable**)
- **INFORMATIONAL COPIES OF A DEATH CERTIFICATE** the cost is \$.50. (**non-refundable**)
- **SEARCHES:** \$.50 for each year. (An informational copy will be issued if record is found) (**non-refundable**)

Please complete the following information.

Decedent's Name: _____
 Date of Death (We need a date to begin searching if date is unknown): _____ Date of Birth: _____
 Place of Death: _____ Place of Birth: _____
 Parents Names: _____
 Occupation: _____ Spouse's Name: _____
 Number of Copies _____ Type of record needed? Certified _____ Not Certified _____
 Reason record is needed _____

Mailing or Delivery Address: If ordering by mail, please enclose a stamped addressed envelope

Name: _____
 Address: _____
 City, State, Zip: _____ Daytime Telephone Number: _____

Signature of Applicant: _____ **Relationship:** _____

Notary (For use if needed)

_____ personally appeared before me and whose identity I proved on the basis of satisfactory evidence to be the signer of the above instrument.

Subscribed and sworn to before me this _____ day of _____ 20____

Signature: _____
 Printed Name: _____
 Notary Public in and for the State of _____
 Residing at _____ My commission expires _____

SEAL

Official Use Only

Date _____
 Rec # _____
 Amount _____
 Cert # _____
 Ser # _____
 Comment _____