

Request for Certified Copies of Birth, Marriage and Death Certificates

Certified copies of Birth, Marriage and/or Death Certificates are:
\$15.00 for the first copy and \$6.00 for any additional copies you get at the same time

BIRTH CERTIFICATES:

Full Name on Certificate

First Name

Middle Name

Last name

Date of Birth:

Parents's Full Name:

(name prior to first marriage)

First Name

Middle Name

Last name

Parent's Full Name:

(name prior to first marriage)

First Name

Middle Name

Last name

MARRIAGE CERTIFICATES:

Full Name of Party A:

(name prior to first marriage)

First Name

Middle Name

Last name

Full Name of Party B:

(name prior to first marriage)

First Name

Middle Name

Last name

Date of Marriage:

DEATH CERTIFICATES:

Full name of Deceased:

First Name

Middle Name

Last name

Date of Death:

Date of Birth:

Indicates your Relationship to the Person Whose Certificate is Requested:

☐ Self

☐ Parent

☐ Funeral Director

☐ Spouse

☐ Guardian

☐ Attorney of person on record

☐ Registered Domestic

Partner

☐ Descendant

☐ Genealogist I.D.#

☐ None of the above (short form will be issued for Death Certificates only)

By signing, I swear/affirm that the information above is true and correct.

Signature

Printed Name

Date

Address

- ☐ DAVE issued ☐ Manually issued

Safety Paper Numbers _____ to _____

Proof of Identity of Applicant:

Applicant must provide one of these:

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

OR two of these:

- ☐ Utility bill ☐ Bank statements
☐ Vehicle registration ☐ Income tax return
☐ Personal check with address ☐ Previously issued vital record
☐ Social Security card ☐ DD214
☐ Hospital; birth worksheet ☐ Lease/rental agreement
☐ Pay stub ☐ W-2
☐ Voter registration card ☐ Disability award from SSA
☐ Department of Corrections I.D. card
☐ Letter from government agency requesting record (DHHS, WIC)
☐ Other _____

Establishing eligibility to acquire record:

- Related applicant must provide proof of lineage
- Domestic Partners must provide proof of registration of domestic partnership
- Attorneys must provide a signed, notarizes release from family
- Genealogist must provide State-Issued card

<u>ORG</u>	<u>OBJ</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>#</u>	<u>TOTAL</u>
940	43040	TWN BIRTH CERT	\$ 13.00	X	=
010	29082	STATE BIRTH CERT	\$ 2.00	X	=
940	43041	TWN BIRTH ADDL	\$ 5.60	X	=
010	29083	STATE BIRTH ADDL	\$ 0.40	X	=
940	43042	TWN DEATH CERT	\$ 13.00	X	=
010	29084	STATE DEATH CERT	\$ 2.00	X	=
940	43043	TWN DEATH ADDL	\$ 5.60	X	=
010	29085	STATE DEATH ADDL	\$ 0.40	X	=
940	43044	TWN MARRIAGE CERT	\$ 13.00	X	=
010	29086	ST MARRIAGE CERT	\$ 2.00	X	=
940	43045	TWN MARRIAGE ADDL	\$ 5.60	X	=
010	29087	ST MARRIAGE ADDL	\$ 0.40	X	=
930	45030	TWN MARRIAGE LIC	\$ 36.00		
010	29088	STATE MARRIAGE LIC	\$ 4.00		
930	43035	TWN BURIAL PERMIT	\$ 14.00		
010	29089	STATE BURIAL PERMIT	\$ 6.00		