

Application to Local Registrar for Copy of Death Record

PLEASE COMPLETE FORM AND ENCLOSE FEE

FEE: \$10.00 per copy or No Record Certification. Please do not send cash or stamps.

PLEASE PRINT OR TYPE

Name of Deceased <div>First Middle Last</div>		Date of Death or Period to be Covered by Search <div></div>	
Name of Father of Deceased <div>First Middle Last</div>		Social Security Number of Deceased <div></div>	
Maiden Name of Mother of Deceased <div>First Middle Last</div>		Date of Birth of Deceased <div>Month Day Year</div>	Age at Death <div></div>
Place of Death <div></div>		Auburn	Cayuga
Name of Hospital or Street Address		Village, Town or City	County
Purpose for Which Record is Required <div></div>			
What was your relationship to the deceased? <div></div>			
In what capacity are you acting? <div></div>			
If attorney, name and relationship of your client to deceased <div></div>			
Signature of Applicant		Date <div></div>	
Address of Applicant <div></div>			

COMPLETE FOR DEATHS OCCURRING 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

Name <div></div>			
Address <div></div>			
City <div></div>	State <div></div>	Zip Code <div></div>	

General Instructions

- Use this application if you are the spouse, parent or child of the deceased
- If you are **not** the spouse, parent or child of the deceased, then you must submit with this application a copy of documentation establishing a lawful right or claim (see below)
- Use this application only if the death occurred the City of Auburn, New York.
- **Do not** use this application for genealogy requests
- Print a copy of the completed application and sign
- Mail application with check or money order for \$10 in US funds (per each copy) payable to Auburn Vital Records
- Enclose a copy of the required documentation as listed below

What is a lawful right or claim?

- If the applicant is not the spouse, parent or child of the decedent, a lawful right or claim must be documented. An example of a lawful right or claim would be a death record needed by the applicant to claim a benefit
- Documentation would consist of a copy of a court order or an official letter verifying that a copy of the requested death record is required from the applicant in order to process a claim

Identification Requirements -- Application *must* be submitted with copies of either A or B:

Note: Copy of passport required if request is made from a foreign country that requires a US Passport for travel

- A. One (1) of the following forms of valid photo-ID:
 - Driver license
 - Non-Driver Photo-ID Card
 - Passport
 - Other government issued photo-ID
- B. Two (2) of the following showing the applicant's name and address:
 - Utility or telephone bills
 - Letter from a government agency dated within the last six months

Mail completed application, documentation and fee to:

Vital Records
24 South Street Suite 116
Auburn, NY 13021

NOTE: If delivery is to a **PO Box** or **third party**, you must submit with this application a **notarized statement** signed by the applicant giving us permission to mail to the address requested