

INFORMATION PAGE – MAIL OR HAND DELIVER APPLICATION FOR COPY OF DEATH CERTIFICATE

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 in New York State outside of New York City. **Do not** use this application if the death occurred in any of the five (5) boroughs of New York City.
- **Do not** use this application for *genealogy requests*.
- Print a copy of this application, complete and sign.
- Mail or hand deliver this application with the check, money order or exact cash (if hand delivering) and a copy of any required documentation (see below).

What is a Lawful Right or Claim?

- If the applicant is not the spouse, parent or child of the deceased, a lawful right of 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 is required if request is made from a foreign country that requires a U.S. Passport for travel.

- A. One (1) of the following forms of valid photo-ID:
- Driver License
 - Non-driver license
 - Passport
 - Other government issued photo-ID
- B. Two (2) of the following showing the applicant's name and address:
- Utility bill or telephone bill
 - Letter from a government agency dated within the last six (6) months

Fees: If no record is on file, a **No Record Certification** is issued, and the fee is not refunded.

- **For Regular Handling:** The fee is \$10.00 per copy. – Total for one (1) copy is \$10.00. - Total for two (2) copies is \$20.00, etc.
- **For Priority Handling:** The fee is \$10.00 + \$15.00 per copy. – Total for one (1) copy is \$25.00. Total for two (2) copies is \$50.00, etc.
- Send check or money order payable to the Lincklaen Town Clerk. **Do not send cash through the mail.** If paying in person, you may pay in cash. Must be the exact amount. *This office does not carry cash.*

Note: Payment submitted from foreign countries must be made by a check drawn on a United States bank or by international money order. **Do not send cash.**

Completing the Form

- Make sure the *entire form* is filled out
- Form **must** be signed and dated
- Attach the required documents

Mail:

Lincklaen Town Clerk/Registrar
568 Union Valley Road
Pitcher, NY 13136

Deliver in Person:

Mondays: 2:00 pm – 6:00 pm
Tuesdays and Thursdays: 8:00 am – Noon