## TOWN OF LINCKLAEN Vital Records Section

# **Application for Copy of Death Certificate**

Required ID must be included with application. Make check or money order payable to Lincklaen Town Clerk	
<i>For regular handling</i> : Enclose \$10 per certified copy or No Record Certification. Send to: Lincklaen Town Clerk/Registrar 568 Union Valley Road Pitcher, NY 13136	For priority handling: Enclose \$25 per copy or No Record of Certification. Send to: Lincklaen Town Clerk/Registrar 568 Union Valley Road Pitcher, NY 13136
Name of Deceased:	Social Security No. of Deceased:
First Middle Last	
Date of Death or Period to be covered by Search: (mm/dd/yyyy):	Date of Birth of Deceased: Age at Death:
From To	mm/dd/yyyy
Maiden Name of Mother of Deceased:	Death Certificate No: (if known)
First Middle Maider	
Name of Father or Deceased:	Local Registration No: (if known)
First Middle Last	
Place of Death:	
Name of Hospital or Street Address	Village, town or city County
Purpose for which record is required:	What is your relationship to the person whose record is required?
In what capacity are you acting? If attorney, give name	and relationship of your client to person whose record is required:
Submit documentation of a lawful right or claim if you are not the spouse, parent or child of the deceased.	
	Regular Handling \$10.00 x
	(check only one) OR Priority Handling S25.00 x Copies = \$
Address of Applicant:	Please print the name and address where record should be sent: (If
	delivery is to a P.O. Box or third party, you must submit with this application a notarized
(Applicant's Name)	statement signed by the applicant and a copy of the applicant's driver license.)
	Self Pick-Up
(Street)	OR
(City) (State) (Zip)	(Name)
	(Street)
Telephone No.:	100009
	(City) (State) (Zip)

#### 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 <u>exact amount</u>. *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