

# Wisconsin DEATH Certificate Application

For MAIL REQUESTS: Complete this form and mail to the following address. **Include a self-addressed, stamped envelope** and the appropriate fee. Please make **MONEY ORDER** payable to:

**Racine County Register of Deeds**  
730 Wisconsin Avenue  
Racine, WI 53403

## Complete each section- View Instructions on Back

**PENALTIES:** Any person who willfully and knowingly makes false application for a death certificate shall be fined not more than \$10,000, or imprisoned not more than 2 years, or both.

### DEATH INFO

**NAME OF DECEDENT** \_\_\_\_\_

**DATE OF DEATH**—Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Place of Death (Name of City, Village, or Township) \_\_\_\_\_ County \_\_\_\_\_

Social Security Number \_\_\_\_\_ Spouse of Decedent \_\_\_\_\_  
(if available) (if available)

Decedent's Parents (if available) \_\_\_\_\_

According to Wisconsin State Statute 69, a CERTIFIED copy of a Death record is ONLY available to persons with a "Direct and Tangible Interest" in the record. If you do not meet the criteria in boxes A-D, please refer to description on the back of this form.

**Check ONE Box.** What is YOUR relationship with the person (decedent) on the death certificate?

### CERTIFIED COPY

### YOUR RELATIONSHIP

- A. I am a member of the immediate family** of the person named (decedent) on the death certificate.  
(NOTE: Only those listed below qualify as immediate family.)  
(Check one)  Spouse  Child  Parent  Brother  Sister  Grandparent
- B. I am the LEGAL CUSTODIAN or GUARDIAN** of the person named on the record. (Must provide documentation.)
- C. I am a representative, AUTHORIZED IN WRITING**, by any of the individuals (A or B), including an attorney:  
(The written authorization must accompany this application.)  
Name of whom you have written permission from: \_\_\_\_\_
- D. I can demonstrate** that the information from this **RECORD IS NECESSARY** for the determination or protection of a personal or property right for myself/my agency/my client (includes funeral director, informant, and medical certifier named on record.)  
Indicate purpose here: \_\_\_\_\_

### NON-CERTIFIED COPY

- E. I am a direct descendant** of the person named on the death certificate (blood grandchild, great grandchild, etc.) [I am entitled to receive a non-certified copy of both the "Fact of Death" and the "Extended Fact of Death" certificates.]
- F. Other:** Copy will not be valid for legal purposes. (Refer to description on the back of this form.)

### FEES & COPIES

**\$20\*—FIRST Certificate Copy** (\*The fee is for the search and first copy.) \$ 20.00

**Death is Jan. 1, 2003 or AFTER**—(Choose one below) **OR**  **Death is BEFORE Jan. 1, 2003**

- Fact of Death** (does NOT have cause of death)
- Extended Fact of Death** (DOES have cause of death)  
(See back of this form for a description of each of these types of certificates.)

**\$3—EACH Additional Copy** (for the SAME record issued at the same time as the first copy)

Choose one based on what you answered above.  **Death is BEFORE Jan. 2003**  **Fact of Death**  **Extended Fact of Death**

**How many additional copies?** \_\_\_\_\_ x **\$3** = \$ \_\_\_\_\_ (+ \$20 for 1<sup>st</sup> Copy) = **TOTAL COST** \$ \_\_\_\_\_

I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to the requested death certificate(s) in accordance with the categories listed above.

### APPLICANT (Person completing form)

**PRINT Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_  
ATTN: If Funeral Directors—Indicate name of funeral home here

**Signature:** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Current Address** \_\_\_\_\_

**Mail to** (if different for MAIL requests) \_\_\_\_\_

**ID Verified**  
This box—Office Use Only

**1. What is the difference between a “certified” and an “uncertified” copy of a death certificate?**

A **certified** copy of a death certificate issued by the Register of Deeds Office will have a raised seal, will show the signature of the Register of Deeds, and will be printed on security paper. A certified copy may be required to settle an estate or to claim insurance benefits.

State law restricts who may obtain a **certified** copy of a death certificate. A **certified** copy can only be issued to those people with a “direct and tangible interest” (Categories A – D) which means the following people:

- An immediate family member defined as a parent (whose name is on the death certificate and whose parental rights have not been terminated), current spouse, brother, sister, grandparent, child, or current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wis. Stats.) of the subject of the record (Category A).
- NOTE: Grandchildren, step-parents, step-children, step-brothers and step-sisters can only obtain certified copies as Categories B – D.
- The legal custodian or guardian of the person named on the death certificate. **Legal proof, e.g., a court order of custody or guardianship, is required** (Category B).
- A person authorized in writing by one of the above. **A written and notarized authorization must be attached to this application and the authorization must clearly state the relationship of the authorizing party to the subject of the record** (Category C).
- A person who can demonstrate that the death certificate is required to determine or to protect a personal or property right (Category D). **Proof is required.**

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a death certificate.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as claiming insurance benefits (Categories E and F).

- For pre-2003 death certificates, an **uncertified** copy of a death certificate will contain the same information as a certified copy.
- For death certificates 2003 to the present, only persons named in categories A – D on the previous page may have access to information which includes cause of death.

	PRE-2003 DEATH CERTIFICATES	2003 TO PRESENT DEATH CERTIFICATES
<p><b>CERTIFIED COPY</b></p> <p>A certified copy has a raised seal, will show the signature of the State Registrar, and will be printed on security paper. It can be used for legal purposes, such as settling an estate or claiming insurance benefits.</p>	<p><u>TYPE OF CERTIFICATE AVAILABLE</u> Extended Fact of Death *</p> <p><u>TYPE OF RECIPIENT</u> Must have a “direct and tangible interest”</p>	<p><u>TYPE OF CERTIFICATE AVAILABLE</u> Fact of Death ** Extended Fact of Death *</p> <p><u>TYPE OF RECIPIENT</u> Must have a “direct and tangible interest”</p>
<p><b>UNCERTIFIED COPY</b></p> <p>(An uncertified copy is for informational purposes only; It CANNOT be used for legal purposes.)</p>	<p><u>TYPE OF CERTIFICATE AVAILABLE</u> Extended Fact of Death *</p> <p><u>TYPE OF RECIPIENT</u> Anyone</p>	<p><u>TYPE OF CERTIFICATE AVAILABLE</u> Fact of Death **</p> <p><u>TYPE OF RECIPIENT</u> Anyone</p>
<p>* <b>Extended Fact of Death Certificate.</b> Cause of death included; can be used for insurance benefit claims.                  ** <b>Fact of Death Certificate.</b> No cause of death included; can be used for banking and most other financial transactions.</p>		

**2. How long will it take to process my request?**

Copies of death certificates are available from the Register of Deeds Office no less than 3 weeks from the date of the death.

**Applying in Person**

- Requests for **certified** copies of death certificates are usually completed within 30 minutes of application, if the death certificate is on file.
- Requests for **uncertified** copies of death certificates are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 2 weeks to complete.

**Applying by Mail**

- Requests for **certified** copies of death certificates may take up to 1 week plus mail time to complete.
- Requests for **uncertified** copies of death certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 2 weeks plus mail time.

**3. What identification is required when applying for a certified or uncertified copy of a death certificate?**

A photocopy of the applicant’s current ID as listed below must be submitted with all mail applications. A current ID as listed below is required when applying in-person. **At least one form of ID must show your current name and current address. Expired cards or documents will not be accepted.** The acceptable forms of identification are:

**One of these:**

- Wisconsin driver’s license
- Wisconsin photo ID
- Out-of-state driver’s license or photo ID card

**OR**

- Government-issued employee ID card or badge with photo
- US Passport
- Check or bank book

**Two of these:**

- Major Credit Card
- Health Insurance Card
- Recent dated, signed lease
- Recent utility bill or traffic ticket

**\*\*\*WE DO NOT ACCEPT PERSONAL CHECKS ON MAIL REQUESTS\*\*\***