

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER A DEATH CERTIFICATE?

Complete copies of a certified death certificate within two years of the date of death can only be issued to the following: parent, spouse, child (must provide proof of relationship/legal need), legal guardian (must provide proof of guardianship), authorized representative (must provide proof) or those who provide documentation showing it is needed for determination or protection of the individuals personal or property rights, proof of relationship, guardianship, or authorization is required before they may obtain certified copy of a death record.

Other requestor may receive a copy of a death certificate, however, because of HIPPA restrictions the cause of death information will be protected for two years. After two years they may receive a complete "Informational Only" copy upon producing identification and demonstrating a need.

IDENTIFICATION IS REQUIRED

The person signing the request must provide an enlarged legible photocopy of both sides of their valid driver's license or other legal picture identification with a signature or the requestor must have this application notarized.

SEE THE BACK OF THIS APPLICATION FOR A LIST OF ACCEPTABLE IDENTIFICATION

IMPORTANT: If the identification requirement is NOT met or if the application is incomplete, your request will be returned and significant delays in processing your order may occur.

FEE (All fees must be U.S. funds)

- **CERTIFIED COPIES OF A DEATH CERTIFICATE** cost \$12.00 for the first copy, \$5.00 for each additional copy of the same record. **(non-refundable)**
- **INFORMATIONAL COPIES OF A DEATH CERTIFICATE** the cost is \$10.00. **(non-refundable)**
- **CERTIFIED COPIES OF DOCUMENTS** on file with the state (i.e., correction affidavits), **the cost is \$12.00 (non-refundable)**
- **SEARCHES:** \$10.00 for the first 5 years searched, then \$1.00 per year over the first five years per name requested. (An informational copy will be issued if record is found) **(non-refundable)**

SHIPPING

Before October 1, 2006
 \$6.00 shipping and handling fee **(for fax or credit card orders only)**
 \$18.00 for Express Courier weekday delivery in the continental United States. **(for fax or credit card orders only)**
 \$25.00 for Express Courier weekday delivery to Alaska and Hawaii. **(for fax or credit card orders only)**

After October 1, 2006
 \$10.50 shipping and handling fee **(for fax or credit card orders only)**
 \$18.00 for Express Courier weekday delivery in the continental United States. **(for fax or credit card orders only)**
 \$25.00 for Express Courier weekday delivery to Alaska and Hawaii. **(for fax or credit card orders only)**

Method of Delivery: _____ Regular Mail _____ Express Courier (cannot be delivered to a PO BOX) (package must be signed for)

Credit Card # _____ **Expiration Date** _____

Please complete the following information.

Decedent's Name: _____

Date of Death (We need a date to begin searching if date is unknown): _____ Date of Birth: _____

Place of Death: _____ Place of Birth: _____

Parents Names: _____

Occupation: _____ Spouse's Name: _____

Number of Copies _____ Type of record needed? Certified _____ Not Certified _____

Reason record is needed _____

Mailing or Delivery Address:

Name: _____

Address: _____

City, State, Zip: _____ Daytime Telephone Number: _____

Signature of Applicant: _____ **Relationship:** _____

Notary (For use if needed)

_____ personally appeared before me and whose identity I proved on the basis of satisfactory evidence to be the signer of the above instrument.

Subscribed and sworn to before me this _____ day of _____ 20__

Signature: _____
 Printed Name: _____
 Notary Public in and for the State of _____
 Residing at _____ My commission expires _____

SEAL

Official Use Only

Date _____
 Rec # _____
 Amount _____
 Cert # _____
 Ser # _____
 Comment _____

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)