



CITY OF BERKELEY
 HHCS Department
 Public Health Division – Office of Vital Statistics
 1947 Center Street, 2nd Fl - Berkeley, CA 94704
 FH Hours: 9:30-11:30AM & 1:30-3:30PM from MON-THU
 Phone: (510) 981.5320 – Fax: (510) 981.5315

**DEATH CERTIFICATE
 REQUEST FORM**
 Funeral Home/Mortuary & Cemetery **ONLY**

1	NAME ON CERTIFICATE- EVENT OCCURRED IN THE LAST 5 YEARS			BN#:	LRN:
	First Name:	Middle Initial(s):	Last Name:	Type of Order: <input type="checkbox"/> First Order <input type="checkbox"/> Reorder	Date of Death: / /
DC Status (not amended will be sent if no option is selected): <input type="checkbox"/> Amended <input type="checkbox"/> Not Amended		Method of Delivery: <input type="checkbox"/> Send by Mail <input type="checkbox"/> We'll Pick-up		Veteran's Copy: <input type="checkbox"/> Yes <input type="checkbox"/> No	
No. of Copies:					

2	APPLICANT INFORMATION (REQUESTOR)			
Name of Establishment:			Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check #:	
Mail Death Certificate(s) to Address:		City:	State:	Zip Code:

3	SWORN STATEMENT
<p>I, _____, swear under penalty of perjury under the laws of the State of California, that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the record of the individual named above. Sworn this ____ day of _____, 20____, at _____.</p> <p style="text-align: right;">_____ (Signature)</p>	



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ADDITIONAL INFORMATION

- Effective February 1, 2016, the City of Berkeley, Vital Records Office will only maintain records for 5 years from the date of event.
- Death Certificates are ready for purchase **2 (two) hours** after the issuance of the Disposition Permit and may be requested in person during Funeral Home hours **ONLY. (Mon-Thu, From 9:30 to 11:30AM & 1:30 to 3:30PM).**
- **Funeral Homes are encouraged to fax request forms in advance in order to expedite the process (Fax # 510-981.5315).**
- Processing time for requests submitted by mail is **2-3 weeks** from the receiving date of your request.
- No notarization is required for Funeral Home Directors/Designees.
- Forms of payment accepted by mail:
 - Check/Postal or Bank Money Order (International Money Order only for out-of-country requests)
- Make checks/money orders payable to: **City of Berkeley.**

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IMPORTANT NOTICE

Funeral home directors and its employees DO NOT need to take a number at the Customer Service Desk (1st Floor). Please go directly to the security desk and inform the guard you represent a funeral home/cemetery/mortuary. The guards are instructed to contact us and direct you to the right location of our office.

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CONTACT INFORMATION

Office of Vital Statistics

www.cityofberkeley.info/vitalstatistics/

vitalrecords@ci.berkeley.ca.us

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