

WISCONSIN DEATH CERTIFICATE APPLICATION 11/07

Send completed form, self addressed envelope and appropriate fee to:

Make money order payable to: PORTAGE COUNTY REGISTER OF DEEDS, 1516 CHURCH STREET, STEVENS POINT WI 54481

Please check with local county or www.wrdaonline.org/vitalrecord as some counties require money order.

PENALTIES: Any person who willfully and knowingly makes false application for a death certificate is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than three years and six months or both per Chapter 69.24 (1), Wisconsin Statutes].

DEATH INFORMATION	FULL NAME OF DECEDENT (First, Middle, LAST)		DECEDENT'S DATE OF DEATH	
	PLACE OF DEATH		CITY, VILLAGE, TOWNSHIP	
	DECEDENT'S SOCIAL SECURITY NUMBER		DECEDENT'S AGE / BIRTHDATE	
DECEDENT'S OCCUPATION				
NAME OF DECEDENT'S SPOUSE		NAMES OF DECEDENT'S PARENTS		
APPLICANT INFORMATION	THE FOLLOWING INFORMATION IS ABOUT THE PERSON COMPLETING THIS APPLICATION			
	YOUR Name (Please Print)		YOUR Daytime Telephone Number ()	
	YOUR Street Address		MAIL TO Address (if different)	
	Apt. No.		Apt. No.	
City / State / Zip		City / State / Zip		
RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE	According to Wisconsin State Statute, a CERTIFIED copy of a death certificate is only available to a person with a "Direct and Tangible Interest." If you do not meet the criteria for boxes A – D, please refer to instructions on the back.			
	Check one box which indicates YOUR RELATIONSHIP to the PERSON NAMED (decedent) on the death certificate.			
	CERTIFIED COPY			
	<input type="checkbox"/> A. I am a member of the immediate family of the PERSON NAMED on the death certificate. (Only those listed below qualify as immediate family.)			
	CHECK ONE: <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Parent <input type="checkbox"/> Brother <input type="checkbox"/> Sister <input type="checkbox"/> Grandparent			
	<input type="checkbox"/> B. I am the legal custodian or guardian of the PERSON NAMED on the death certificate.			
	<input type="checkbox"/> C. I am a representative who is authorized , in writing by any of the aforementioned (A through B). The written authorization must accompany this application.			
	Specify whom you represent. _____			
	<input type="checkbox"/> D. I can demonstrate that the information from the death certificate is necessary for the determination or protection of a personal or property right for myself/my client/my agency (includes funeral director, informant and medical certifier named on the record).			
	Specify interest. _____			
NON-CERTIFIED COPY				
<input type="checkbox"/> E. I am a direct descendent of the PERSON NAMED on the death certificate (blood grandchild, great grandchild, etc.). (I may receive a non-certified copy of both the "Fact of Death" certificate and the "Extended Fact of Death" certificate.)				
<input type="checkbox"/> F. Other: Non-certified copy only. Copy will not be valid for legal purposes. (Refer to instructions on the back.)				
FEES	<input type="checkbox"/> First copy (The fee is for a search and the first copy.)		<input type="checkbox"/> Fact of Death or <input type="checkbox"/> Extended Fact of Death \$ 20.00 <u>20.00</u>	
	<input type="checkbox"/> Each additional copy of the same certificate, issued at the same time as the first copy.			
	(post 2002 deaths) <input type="checkbox"/> Fact of Death Certificate (without cause of death and disposition) (can be used for banking and most other financial transactions)		_____ X \$ 3.00 _____	
	(all pre-2003 deaths) <input type="checkbox"/> Extended Fact of Death Certificate (with cause of death and disposition) (can be used for insurance benefit claims)		_____ X \$ 3.00 _____	
			No. of Copies	
NOTE: FIRST COPY FEE IS NOT REFUNDABLE IF RECORD IS NOT FOUND.			TOTAL _____	
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.				
SIGNATURE - Applicant			Today's Date	
OFFICE USE ONLY		CERTIFICATE NUMBER		ID VERIFICATION (for in-person request)

What is the difference between a "certified" and a "non-certified" copy of a death certificate?

A **CERTIFIED COPY** of a death certificate issued by our office will have a raised seal, will show the signature of the Registrar, 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 the following people:

- an immediate family member (spouse, child, parent, sibling, or grandparent of the decedent)
- a person authorized in writing by one of the above. (The written authorization must accompany the request and the relationship of the authorizing party to the decedent must be clearly explained.), or
- a person who can demonstrate that the death certificate is required to protect a personal or property right.

If you meet one of the above criteria, you may receive a **certified** copy of the death certificate.

- For Pre-2003 death certificates, a **certified** copy will automatically include cause of death and disposition information.
- For 2003 and later death certificates, you must specify if you want a "Fact of Death" certificate (which does not include cause of death and disposition information) or if you require the "Extended Fact of Death" certificate (which includes cause of death and disposition information).

A **NON-CERTIFIED COPY** of a death certificate is available to anyone who applies. However, a **non-certified** copy will not be acceptable for legal purposes, such as claiming insurance benefits.

- For Pre-2003 death certificates, a **non-certified** copy of a death certificate will contain the same information as a certified copy.
- For 2003 and later death certificates, only persons named in the above list and direct descendants of the decedent may have access to information in the "Extended Fact of Death" certificate (which includes cause of death and disposition information).