



# OKLAHOMA DEATH CERTIFICATE REQUEST FORM

## STEP 1 - In order to accept this form, please read the following requirements:



- Section 1 must be completed in full. Section 2 is optional but may provide additional information to locate the record
- Enclose a copy of a current legal photo I.D. of the applicant (see back for a list of acceptable I.D.s)
- If mailing, enclose all the appropriate fees and include a self-addressed stamped envelope (see back for mailing address)

SECTION 1 (required)

FIRST Name of Deceased \_\_\_\_\_ MIDDLE Name of Deceased \_\_\_\_\_ LAST Name of Deceased \_\_\_\_\_

Date of Death (mm/dd/yyyy) \_\_\_\_\_ Place of Death - City and/or County \_\_\_\_\_, OKLAHOMA  Check box if death was stillbirth or fetal death

**This request is being made by:** *(see eligibility instructions on back)*  Family, specify \_\_\_\_\_  Legal Rep. of the Estate  Funeral Director  Court Order or other: \_\_\_\_\_

Your Name \_\_\_\_\_ Daytime Telephone Number \_\_\_\_\_

Current Mailing Address (Required) \_\_\_\_\_ APT# \_\_\_\_\_ City / State / Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_  No Email

**Purpose for which the death certificate is needed:**  Estate Settlement  Genealogy  Other, specify: \_\_\_\_\_

SECTION 2 (optional)

Social Security Number of Deceased \_\_\_\_\_  Male  Female Spouse Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Birth City and/or County \_\_\_\_\_ State \_\_\_\_\_

Father's Name \_\_\_\_\_ Father's Birthplace \_\_\_\_\_

Mother's Name \_\_\_\_\_ Mother's Birthplace \_\_\_\_\_

Funeral Home Name & Address \_\_\_\_\_

## STEP 2 - Complete the Order Information below:

**A NON-REFUNDABLE / NON-TRANSFERABLE** record search fee of \$15 includes the issuance of one certified copy if the record is found; additional copies are \$15 each.

If no record is found, the fee will not be refunded. Should you receive a request for more information, please respond promptly as all fees will expire one year after the date paid.

QTY	PRICE	SUB-TOTAL	ITEM DESCRIPTION
_____	<b>\$15</b>	_____	Number of certified copies requested (\$15 each and includes search fee)
_____	<b>\$35</b>	_____	Amendment Fee (required to amend non-medical certification items. Includes 1 certified copy)

### TOTAL AMOUNT ENCLOSED

DO NOT SEND CASH BY MAIL - Make checks payable to OSDH

## STEP 3 - Final Check & Sign

- Check to see if you have filled out all of the information fields and you have followed all instructions in Step 1.
- By signing below, you declare that all information provided on this request is true and correct:



Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

Mail

### OFFICE USE ONLY

Front desk

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Clerk: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fees Enclosed: \$ \_\_\_\_\_ Fees Due: \$ \_\_\_\_\_

Fees Paid: \$ \_\_\_\_\_ Check Cash MO CC

ID Enclosed: \_\_\_\_\_

# DEATH CERTIFICATE REQUEST INSTRUCTION SHEET

## ELIGIBILITY

By state law, with limited exception (*see OPEN RECORDS below*), death records filed with this office are not open for public inspection. The person requesting the certificate must be acting in the decedent's best interest:

- A surviving spouse, parent, child, grandparent, sibling, ex-spouse or legal guardian;
- Legal representative of the estate of the deceased as documented by an order from a court of competent jurisdiction;
- An individual who can establish a familial relationship with the deceased demonstrated through certified copies of birth, death and/or marriage certificates;
- Law enforcement or government officials in the capacity of official governmental business;
- Funeral director of record or agent thereto, working in the capacity of their official business;
- Person with a court order from a court of competent jurisdiction;
- A person who was a co-owner or a joint tenant on real or personal property of the decedent; or
- A person listed in a will of the decedent, provided the will is in probate;

By signing the request, you are indicating that you are working in the best interest of the subject of record. **Documentation will be required to demonstrate the applicant's eligibility.**

**For a complete list of eligibility requirements, go to:** [http://www.ok.gov/health/Birth\\_and\\_Death\\_Certificates/Birth\\_Certificate\\_Eligibility/index.html](http://www.ok.gov/health/Birth_and_Death_Certificates/Birth_Certificate_Eligibility/index.html)

## OPEN RECORDS

Effective Nov 1, 2016, records of deaths occurring at least 50 years ago are open record and do not require proof of eligibility.

## AVAILABLE RECORDS

Oklahoma began filing death records in October of 1908; however, filing did not become mandatory until 1917. Prior to 1940 filing continued to be somewhat sporadic, which may prove problematic for families who may need proof of death for the settlement of death claims or to obtain entitled benefits.

## RESPONSIBILITY FOR FILING DEATH CERTIFICATES

It is the responsibility of the funeral director in charge of the decedent at the time of death to properly obtain the information needed from an immediate family member, obtain the physician's signature and cause of death information, and then file the certificate in a timely manner.

## ACCEPTABLE PHOTO IDENTIFICATION (ID)

A photocopy of a valid government issued photo ID by either the applicant or an individual attesting for the applicant is required.

**Note: Send a photocopy. Do not send your original ID. Photocopies must be legible and cannot be expired.**

- U.S. Issued Driver's license or Identification card
- U.S. Passport containing the bearer's signature
- Foreign Issued Passport with Visa (I-94)
- Government issued Military photo ID
- Tribal Photo ID Card containing the bearer's signature
- Ok Self-Defense Act (SDA) License or Concealed Carry permit
- Resident Alien Card (Form I-551)
- Employment Authorization Card (Form I-766)
- Employment Authorization Card (Form I-688A)
- Temporary Resident Card (Form I-688)
- Oklahoma Dept of Corrections Consolidated Record Card (CRC)

In cases when a primary ID is not available, records may be requested with two secondary identifications; however the record will only be mailed to the applicant at the current address demonstrated on the identification.

**For a complete list, go to** [http://www.ok.gov/health/Birth\\_and\\_Death\\_Certificates/Acceptable\\_Identification/index.html](http://www.ok.gov/health/Birth_and_Death_Certificates/Acceptable_Identification/index.html)

## REQUIRED INFORMATION FOR A RECORD SEARCH

Certain information is required in order for us to be able to process your request in an expedient manner and to prevent unnecessary delays. Incorrect information will delay the search and may result in your document not being located. You can be assured that every attempt will be made to locate the record you have requested. The minimum facts required include: 1) the full name of the decedent at the time of death, 2) the date of death, and 3) the place of death.

## OPTIONAL INFORMATION TO ASSIST US IN SEARCHING FOR THE RECORD

Any additional information you may have can assist us in our search such as nicknames, a spouse's name of a married female, whether the deceased was an infant, or the name of the funeral director in charge of the decedent. You can be assured that every attempt is made to locate the record you have requested.

## QUESTIONS?

If you have any questions, visit our official website: [vr.health.ok.gov](http://vr.health.ok.gov)

### We are located at:

Vital Records - Oklahoma State Department of Health  
1000 NE 10th Street, Oklahoma City, Oklahoma

**Walk-In Hours:**  
Monday-Friday  
8:30am-4:00pm

**Phone:**  
405.271.4040

## MAIL YOUR APPLICATION TO:



Vital Records  
Oklahoma State Department of Health  
PO BOX 53551 • Oklahoma City, OK 73152-3551