



Office of Vital Records  
 125 Worth Street, CN-4, Room 119  
 New York, NY 10013-4090

Register to vote: [voting.nyc](http://voting.nyc)

To order death certificates quickly and securely online through VitalChek, visit [nyc.gov/vitalrecords](http://nyc.gov/vitalrecords) and click on ORDER A DEATH CERTIFICATE ONLINE at the top of the page.

To check the status of your order (newborn certificate, birth certificate, death certificate, or birth or death certificate correction), visit <https://a816-evital.nyc.gov/eVitalVRRTS/>.

SEE INSTRUCTIONS AND APPLICABLE FEES BELOW AND ON THE SECOND PAGE.

## DEATH CERTIFICATE APPLICATION

(Please print clearly and fill out as much information in English as you can. Forms submitted in other languages will take longer to process. Translations of this form are available online for reference only — please fill out the English form in English.)

1. LAST NAME AT TIME OF DEATH			2. FIRST NAME			3. <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> X*		
4. DATE OF DEATH MM DD YYYY		5. IF YOU DO NOT KNOW THE EXACT DATE OF DEATH BEGIN SEARCH MM DD YYYY END SEARCH MM DD YYYY				SEE BELOW FOR FEE INFORMATION		
6. PLACE OF DEATH		7. BOROUGH <input type="checkbox"/> MANH <input type="checkbox"/> BRONX <input type="checkbox"/> BKLYN <input type="checkbox"/> QUEENS <input type="checkbox"/> SI		8. AGE	9. HOW MANY COPIES DO YOU NEED?		10. DO YOU NEED A LETTER OF EXEMPLIFICATION? <input type="checkbox"/> YES <input type="checkbox"/> NO	
11. SPOUSE OR DOMESTIC PARTNER'S NAME			12. LAST KNOWN ADDRESS			13. OCCUPATION OF DECEASED		
14. FATHER/PARENT'S NAME BEFORE FIRST MARRIAGE				15. MOTHER/PARENT'S NAME BEFORE FIRST MARRIAGE (MAIDEN NAME)				
16. SOCIAL SECURITY NUMBER				17. CERTIFICATE NUMBER (if known)				
18. WHY DO YOU NEED THIS CERTIFICATE?				19. WHAT IS YOUR RELATIONSHIP TO THE DECEASED?				

**CLEARLY PRINT YOUR MAILING AND CONTACT INFORMATION BELOW.**

NAME		DAYTIME PHONE NUMBER Area Code Telephone Number	
STREET ADDRESS		APT. NO.	
CITY		STATE	
ZIP CODE		EMAIL ADDRESS	

20. DO YOU NEED THE CAUSE OF DEATH?  YES  NO

You may only obtain cause of death if your relationship to the deceased is listed below. Please check the appropriate box.

Spouse or Domestic Partner  Parent or Child  Sibling  
 Grandparent  Grandchild  
 Person in control of disposition on death certificate

21. **FEES**

\$15 per copy x \_\_\_\_\_ copies (maximum of 3) = \$ \_\_\_\_\_

Cost of certified copy includes a two-consecutive-year search  
 \$3 for each extra year searched x \_\_\_\_\_ years = \$ \_\_\_\_\_

Total Amount Enclosed (sum of the two \$ amounts above): \$ \_\_\_\_\_

**FOR NOTARY PUBLIC USE ONLY**

22. <b>CUSTOMER SIGNATURE. IF BY MAIL, MUST BE NOTARIZED</b>  By my signature below, I state I am the person whom I represent myself to be herein. I affirm the information within this form is complete and accurate. In addition, I acknowledge that misstating my identity or assuming the identity of another person including forging a signature may subject me to a misdemeanor and violators may also be subject to a fine of up to \$2,000.  _____ <b>Signature (required)</b> <span style="float: right;">_____</span> <b>Date</b>		APPLICATIONS SUBMITTED BY MAIL MUST BE NOTARIZED  STATE OF _____ COUNTY OF _____ SUBSCRIBED AND SWORN BEFORE ME: THIS _____ DAY OF _____, 20 _____ _____ NOTARY PUBLIC SIGNATURE	NOTARY PUBLIC SEAL

Credit cards are not accepted for mail-in orders. Please make your check or money order payable to the NYC Department of Health and Mental Hygiene. If from outside the U.S., send an international money order or check drawn on a U.S. bank. **Cash is not accepted by mail or in person.**

ORDER DEATH CERTIFICATES ONLINE QUICKLY AND SECURELY AT [NYC.GOV/VITALRECORDS](http://NYC.GOV/VITALRECORDS)

\*X is a gender that is not exclusively male or female (a nonbinary gender identity).  
 VR 66 (Rev. 6/22)

## IMPORTANT DEATH CERTIFICATE INFORMATION

Relationship	Death Certificate <u>and</u> Cause of Death	Death Certificate <u>Only</u>
Spouse, Domestic Partner, Parent, Child, Sibling, Grandparent, Grandchild	✓	
Niece, Nephew, Aunt, Uncle, Great Grandchild, Great-Great Grandchild, Grandniece, Grandnephew		✓

- Falsifying information, including forging a signature, to obtain a death certificate is a misdemeanor and violators may also be subject to a fine of up to \$2,000 per violation.
- Submitting fraudulent identification is a crime and violators are subject to prosecution.
- Please see below for identification requirements, fees and other important information.
- ID requirements are subject to change.

### 3 Ways to Order a New York City Death Certificate

- **Online:** Visit [nyc.gov/vitalrecords](http://nyc.gov/vitalrecords) to order using a credit card, debit card or electronic check. **Only spouses, domestic partners, parent, siblings, grandparent, grandchild, or person in charge of the disposition (informant) may submit orders online.**
- **In Person:** To make your request in person, you need to schedule an appointment online at <https://wb-nycdohmh.qmatic.cloud/qmaticwebbooking>.

If you are unable to schedule an appointment and have an emergency request related to health care coverage, government services, military, housing or employment, email [nycdohvr@health.nyc.gov](mailto:nycdohvr@health.nyc.gov) or call **311**.

The office is at 125 Worth Street in Manhattan and is open Monday through Friday, 9 a.m. to 3:30 p.m. Use the Lafayette Street (handicapped accessible) or Centre Street entrances. Please see identification requirements below.

- **By Mail: Applications submitted by mail must be signed in the presence of a Notary Public.** Mail your application to 125 Worth Street, CN-4, Room 119, New York, NY 10013. Be sure to include a self-addressed, stamped envelope with your check or money order payable to the NYC Department of Health and Mental Hygiene. You also will need to provide a photocopy of the required identification and any necessary documentation (see below).

### Identification (ID) requirements for customers including the deceased's spouse, domestic partner, parent, sibling, grandparent, grandchild, or person in charge of the disposition (informant)

We accept any of the following **IF** it includes your photo and your signature and is unexpired:

- Driver's license or non-driver's ID card
- NYS benefit card with photo
- U.S. or foreign passport or passport card
- IDNYC Municipal ID
- Permanent resident card
- University or college ID with a current transcript
- Inmate ID with current release papers
- Job ID with a current pay stub
- NYC Access-A-Ride card
- NYC MTA reduced fare card
- Military ID card

#### If you do not have any of the above, we also accept:

- Two different documents dated within the past 60 days, if they show your name and address (we will mail you the certificate):
  - Utility or telephone bills (online bills can be downloaded from your provider)
  - Official government mail that you have received

### Documentation requirements for applicants NOT related to the deceased

If you are **not** related to the deceased, you need to establish your right to obtain a death certificate. You may obtain a death certificate if you are the legal representative of the estate, if you are a party with a property right to protect or assert, or if you can specify another judicial or other proper purpose. Documentation includes:

- Insurance policy
- Will
- Bank book or statement
- Property deed
- Other document showing entitlement

If you are unable to provide the required documents, call **311** and ask for **Vital Records assistance** or email [nycdohvr@health.nyc.gov](mailto:nycdohvr@health.nyc.gov). If outside of NYC, call 212-639-9675.