

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 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 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. If outside of NYC, call 212-639-9675.

