

APPLICATION FOR CERTIFIED COPY OF DEATH RECORD

PLEASE READ THE INSTRUCTIONS ON PAGE 3 BEFORE COMPLETING THIS APPLICATION

California law (Health and Safety Code Section 103526), permits only authorized individuals as listed on the application to receive certified copies of death records. Those who are not authorized by law to receive an authorized certified copy will receive a certified informational copy with the legend, **"INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."**

Please indicate the type of certified copy you are requesting:

- I am requesting a **Certified AUTHORIZED** copy I am requesting a **Certified INFORMATIONAL** copy

NOTE: Both documents are certified copies of the original document on file in our office. With the exception of the legend and redaction of signatures and Social Security Number, the documents contain the same information.

To receive an **AUTHORIZED** copy, you **MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT** below. To receive a certified copy, the applicant must sign a sworn statement that he or she is authorized to receive the certified copy. The Sworn Statement **MUST BE NOTARIZED** unless you are a member of a law enforcement agency or representative of a state or local government agency, an agent or employee of a funeral establishment.

RELATIONSHIP:

- Child/Sibling of Registrant (or a relative described in HSC §7100 (a)(1)-(8)) Spouse/Registered Domestic Partner of Registrant
 Grandparent/Grandchild of Registrant Attorney Representing Registrant or Registrant's Estate
 Authorized by Court Order (Include copy of the court order.) Law Enforcement/Govt. Agency (Conducting Official Business)
 Parent/Legal Guardian of Registrant (Must provide documentation.) Surviving Next of Kin (specified in HSC §7100)
 An Agent or Employee of a Funeral Establishment (Acting within the scope of employment and on behalf of persons specified in HSC §7100 (a)(1)-(8))
 Power of Attorney/Executor of the Registrant's Estate (Include a copy of the power of attorney or documentation identifying you as executor.)

APPLICANT INFORMATION (PRINT OR TYPE)

Today's Date:

Agency Name (If Applicable)		Agency Case Number		Inmate ID Number	
Name of Person Completing Application		Signature of Applicant		Purpose of Request <input type="checkbox"/> Check this box for CNPR	
Mailing Address – Number, Street, and Unit # (if applicable)		Amount Enclosed – DO NOT SEND CASH \$ _____ Check \$ _____ Money Order		Number of Copies	
City		Name of Person Receiving Copies if Different from Applicant			
State/Province	ZIP Code	Country	Mailing Address for Copies if Different from Applicant		
Daytime Telephone Number ()		Email Address		City	State ZIP Code

DEATH RECORD INFORMATION (PRINT OR TYPE)

Complete the information below as shown on the death record, to the best of your knowledge.

Name of Decedent – FIRST		MIDDLE		LAST	
City of Death (must be in California)		County of Death		Date of Birth – MM/DD/YYYY	
Date of Death – MM/DD/YYYY (If unknown, enter approximate date)		State of Birth			
Date of Death – MM/DD/YYYY (If unknown, enter approximate date)		Social Security Number			
Mother/Parent Name (First, Middle, Last)			Name of Spouse/Domestic Partner of Decedent (First, Middle, Last)		

FEE: \$21 PER COPY (PAYABLE TO San Benito County Clerk) **Submit Check or Money Order – Do Not Send Cash**
 Check/Money Order Enclosed **Notarized Sworn Statement Enclosed (if applicable)**

INSTRUCTIONS:

1. **ONLY** individuals who are authorized by Health and Safety Code Section 103526 can obtain a Certified Copy of a Death Record. (Page 1 identifies the individuals who are authorized to make the request.) All others may receive a Certified Informational Copy which will be marked, "Informational, Not a Valid Document to Establish Identity."
2. Complete a separate application form for each death record requested.
3. Complete the **Applicant Information** section on Page 1 and provide your signature where indicated. In the **Death Record Information** section, provide all the information you have available to identify the death record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record. **If the registrant has been adopted, please make the request in the adopted name, and submit your request and fee directly to the Office of Vital Records, Attention Certified Copies, MS 5103, PO Box 997410, Sacramento, CA 95899-7410.**
4. SWORN STATEMENT:
 - The authorized individual requesting the certified copy must sign the attached Sworn Statement, declaring, under penalty of perjury, that they are eligible to receive the certified copy of the death record, and identify their relationship to the registrant (person listed on the certificate) – the relationship must be one of those identified on Page 1.
 - If the application is being submitted by mail, the Sworn Statement **must be** notarized by a Notary Public. (To find a Notary Public, see your local yellow pages or call your banking institution.) **Law enforcement and local and state governmental agencies are exempt from the notary requirement.**
 - You do not have to provide a Sworn Statement if you are requesting a certified informational copy of the death record,
5. Submit \$21 for **each** certified copy requested. If no death record is found, the fee will be retained for searching the record (as required by law) and a Certificate of No Public Record will be issued to the applicant. Indicate the number of copies you want and include the correct fee(s) in the form of a personal check, postal or bank money order (International Money Order for out-of-country requests) made payable to the **San Benito County Clerk**. PLEASE SUBMIT CHECK OR MONEY ORDER – DO NOT SEND CASH. (San Benito Clerk cannot be held responsible for fees paid in cash that are lost, misdirected, or undelivered.)
6. Mail this application with the fee(s) and a self-addressed stamped envelope to:

San Benito County Clerk/Recorder
440 Fifth Street, Room #206
Hollister, CA 95023
831-636-4029 (phone)
831-636-2939 (fax)

7. Credit card orders may be processed on-line at www.vitalchek.com. Additional costs apply for processing orders using a credit card. Please follow the directions on Vitalchek's website if ordering using a credit card.