

# Death Certificate Application



Phone: (405) 271-4040

Division of Vital Records  
1000 NE 10<sup>th</sup> Street  
Oklahoma City, OK 73117

Walk-in Hours: Mon-Fri 8:30-4:00



## Requirements:

- 1) Section 1 must be completed in full.
- 2) Section 2 is optional but may provide additional information to locate the record
- 3) Enclose a copy of a current legal photo ID (See back for list of acceptable IDs)
- 4) Enclose appropriate fees
- 5) Person applying to receive a death certificate must sign below
- 6) If submitting by mail, enclose a self-addressed stamped envelope

## Section 1: REQUIRED INFORMATION: Complete in full

Check box if death was stillbirth or fetal death

Full Name of Deceased: \_\_\_\_\_  
First Middle Last

Date of Death: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Death \_\_\_\_\_, OKLAHOMA  
Month Day Year City and/or County

Applicant Information: Name \_\_\_\_\_ Daytime Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Street Address \_\_\_\_\_ Apt \_\_\_\_\_ City, State and Zip \_\_\_\_\_

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



By signing below, I declare that all information provided on this application is true and correct.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
(Application will not be processed without the signature of the applicant)

## Section 2: OPTIONAL INFORMATION: May assist in locating a record

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Gender:  Female  Male Spouse Name: \_\_\_\_\_

Funeral Home Name and Address: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place of Birth: \_\_\_\_\_, \_\_\_\_\_ State  
Month Day Year City and/or County

Father's Name and Birthplace: \_\_\_\_\_

Mother's Name and Birthplace: \_\_\_\_\_

### Fees

A fee is to be paid for a search of the files or records, even when no copy is available. Search fees are non-transferable and non-refundable.

\_\_\_\_\_ Number of certified copies requested (\$15 per copy which includes a search fee)

\_\_\_\_\_ Amendment Fee (\$35 Required to amend non-medical certification items. Includes 1 certified copy.)

\_\_\_\_\_ Total Amount enclosed

**Make checks payable to OSDH. Do not send cash by mail.**



Mailing address: Division of Vital Records, PO Box 53551, Oklahoma City, OK 73152

### OFFICE USE ONLY

**Mail**  
Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Fees Enclosed: \$ \_\_\_\_\_  
Fees Due: \$ \_\_\_\_\_  
ID Enclosed: \_\_\_\_\_

**Issuance**  
Copies Issued: \_\_\_\_\_  
Date Completed: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Issued by: \_\_\_\_\_  
Other: \_\_\_\_\_

**Front Desk**  
Clerk: \_\_\_\_\_  
Date: \_\_\_\_\_  
Fees Paid: \$ \_\_\_\_\_  
Fee Type:  Check  Cash  MO

# Death Application Instruction Sheet

## ELIGIBILITY

An individual is eligible to receive a copy of a death certificate, if located, by submitting a proper death application with the required facts, a copy of current legal photo identification, and applicable fees.

## ACCEPTABLE PHOTO IDs

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

- State Issued Drivers License
- State Issued Photo Identification Card
- US Passport
- Government Issued Military ID
- United States Bureau of Indian Affairs Identification card (with photo)
- Tribal Identification card by federally recognized tribes (with photo)

\* If the person requesting the record does not have a current legal photo ID as listed above, then an individual who can attest to that person's true identity may present a photocopy of their current legal photo ID and must make a statement as to their relationship to that person and provide their signature.

## RECORD SEARCHES

### REQUIRED INFORMATION

Certain information is required in order for to 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

Any additional information you may have can assist us in our search such as nicknames, a husband'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.

### HOW RECORDS ARE SEARCHED

When an application is submitted (Example: William Thomas Public-March 25, 1932-Tulsa County), we will search for the proper name, as well as other variations of the name (Example: Will, W.T. Bill, Billy, Willy). We also conduct a generalized search over a span of years (Example: 1930-1940) as well as in surrounding counties (Example: Washington, Muskogee, Wagoner etc.) Please be aware that these generalized searches may not result in a record being found if the name is common. In that case, more specific information will be required.

### 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.

### QUESTIONS

If you have any questions, visit our official website <http://www.health.ok.gov> or call our office at (405) 271-4040.