

Death Certificate Application



Phone:
(405) 271-4040



1000 NE 10th Street
Oklahoma City, OK 73117

Division of Vital Records



PO Box 53551
Oklahoma City, OK 73152

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 and meet eligibility requirements (SEE BACK)
- 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: (____) ____ - ____

Mailing Address _____ Apt _____ City, State and Zip _____

E-mail Address _____ No email

Relationship to the Decedent: Family: specific _____ Legal Rep of the Estate Funeral Director Court Order Other _____

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 requestor and established eligibility)

Section 2: OPTIONAL INFORMATION: May assist us in locating the record

Social Security Number: ____ - ____ - ____ Gender: Female Male Spouse Name: _____

Funeral Home Name and Address: _____

Date of Birth: ____ / ____ / ____ Place of Birth: _____, _____
Month Day Year City and/or County State

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.

FEES: A record search is \$15 and 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. The fee to amend a record is \$35 (\$20 processing fee + \$15 for one certified copy). Should you receive a request for more information, please respond promptly as all fees and files will expire one year after the date paid.

OFFICE USE ONLY

Mail

Reviewed by: _____ Date: ____ / ____ / ____

Fees Enclosed: \$ _____ Fees Due: \$ _____

ID Enclosed: _____

Front Desk

Clerk: _____ Date: ____ / ____ / ____

Fees Paid: \$ _____ Check Cash MO CC

Death Application Instruction Sheet

ELIGIBILITY

By state law, 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:

- (1) A surviving spouse, parent, child, grandparent, sibling, ex-spouse or legal guardian;
- (2) Legal representative of the estate of the deceased as documented by an order from a court of competent jurisdiction;
- (3) An individual who can establish a familial relationship with the deceased demonstrated through certified copies of birth, death and/or marriage certificates;
- (4) Law enforcement or government officials in the capacity of official governmental business;
- (5) Funeral director of record or agent thereto, working in the capacity of their official business;
- (6) Person with a court order from a court of competent jurisdiction;
- (7) A person who was a co-owner or a joint tenant on real or personal property of the decedent; or
- (8) 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. *Additional documentation will be required to demonstrate the applicant's eligibility.*

For a complete list, go to http://www.ok.gov/health/Birth_and_Death_Certificates/Birth_Certificate_Eligibility/index.html

*Effective Nov 1, 2014, records of deaths occurring at least 75 years ago are open record and do not require proof of eligibility.

ACCEPTABLE PHOTO IDs

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
- 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)

For a complete list, go to http://www.ok.gov/health/Birth_and_Death_Certificates/Acceptable_Identification/index.html

FEES: A record search is \$15 and includes the issuance of one certified copy if the record is found; additional copies are \$15 each. If no record is found; the search fee will not be refunded. The fee to amend a record is \$35 (\$20 processing fee + \$15 for one certified copy). Should you receive a request for more information, please respond promptly as all fees and files will expire one year after the date paid.

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.