



OKLAHOMA DEATH CERTIFICATE REQUEST FORM

STEP 1 - In order to accept this form, please read the following requirements:



- Section 1 must be completed in full. Section 2 is optional but may provide additional information to locate the record
- Enclose a copy of a current legal photo I.D. of the applicant (see back for a list of acceptable I.D.s)
- If mailing, enclose all the appropriate fees and include a self-addressed stamped envelope (see back for mailing address)

SECTION 1 (required)

FIRST Name of Deceased _____ MIDDLE Name of Deceased _____ LAST Name of Deceased _____

Date of Death (mm/dd/yy) _____ Place of Death - City and/or County _____, OKLAHOMA Check box if death was stillbirth or fetal death

This request is being made by: (see eligibility instructions on back) Family, specify _____ Legal Rep. of the Estate Funeral Director Court Order or other: _____

Your Name _____ Daytime Telephone Number _____

Current Mailing Address (Required) _____ APT# _____ City / State / Zip _____

E-mail Address _____ No Email

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

SECTION 2 (optional)

Social Security Number of Deceased _____ Male Female Spouse Name _____

Date of Birth (mm/dd/yy) _____ Birth City and/or County _____ State _____

Father's Name _____ Father's Birthplace _____

Mother's Name _____ Mother's Birthplace _____

Funeral Home Name & Address _____

STEP 2 - Complete the Order Information below:

A NON-REFUNDABLE / NON-TRANSFERABLE record search fee of \$15 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. Should you receive a request for more information, please respond promptly as all fees will expire one year after the date paid.

| QTY | PRICE | SUB-TOTAL | ITEM DESCRIPTION |
|-------|-------------|-----------|----------------------------------------------------------------------------------------------|
| _____ | \$15 | _____ | Number of certified copies requested (\$15 each and includes search fee) |
| _____ | \$35 | _____ | Amendment Fee (required to amend non-medical certification items. Includes 1 certified copy) |

TOTAL AMOUNT ENCLOSED

DO NOT SEND CASH BY MAIL - Make checks payable to OSDH

STEP 3 - Final Check & Sign

- Check to see if you have filled out all of the information fields and you have followed all instructions in Step 1.
- By signing below, you declare that all information provided on this request is true and correct:



Signature _____

Date Signed _____

Mail

OFFICE USE ONLY

Front desk

Reviewed By: _____ Date: ____/____/____

Clerk: _____ Date: ____/____/____

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

Fees Paid: \$ _____ Check Cash MO CC

ID Enclosed: _____

DEATH CERTIFICATE REQUEST INSTRUCTION SHEET

ELIGIBILITY

By state law, with limited exception (*see OPEN RECORDS below*), 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:

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

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

OPEN RECORDS

Effective Nov 1, 2016, records of deaths occurring at least 50 years ago are open record and do not require proof of eligibility.

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.

ACCEPTABLE PHOTO IDENTIFICATION (ID)

A photocopy of a valid government issued photo ID by either the applicant or an individual attesting for the applicant is required.

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 containing the bearer's signature
- 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)

In cases when a primary ID is not available, records may be requested with two secondary identifications; however the record will only be mailed to the applicant at the current address demonstrated on the identification.

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

REQUIRED INFORMATION FOR A RECORD SEARCH

Certain information is required in order for 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 TO ASSIST US IN SEARCHING FOR THE RECORD

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

QUESTIONS?

If you have any questions, visit our official website: vr.health.ok.gov

We are located at:

Vital Records - Oklahoma State Department of Health
1000 NE 10th Street, Oklahoma City, Oklahoma

Walk-In Hours:
Monday-Friday
8:30am-4:00pm

Phone:
405.271.4040

MAIL YOUR APPLICATION TO:



Vital Records
Oklahoma State Department of Health
PO BOX 53551 • Oklahoma City, OK 73152-3551