

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER A DEATH CERTIFICATE?

Complete copies of a certified death certificate will be issued to anyone who submits a completed application, establishes their identity, and lists the reason for needing the copy. If a death certificate lists the cause of death as "pending autopsy" or "pending investigation", a certified copy which has the cause of death information removed will be issued.

IDENTIFICATION IS REQUIRED

The person signing the request must provide an enlarged legible photocopy of both sides of their valid driver's license or other legal picture identification with a signature or the requestor must have this application notarized.

Suggested Identification

Picture ID with a Signature	OR Two Forms of ID – One MUST have a Signature	OR
<ul style="list-style-type: none"> • Driver's License • State ID Card • Passport • Military ID Card • Tribal 	<ul style="list-style-type: none"> • Social Security Card • Work ID Card • Car registration/Insurance • Doctor/Medical record • Fishing License • US Military DD 214 • Utility Bill with a current address • Voter Registration Card 	<ul style="list-style-type: none"> • Credit/Debit/ATM Card • School ID Card • Library Card • Insurance Record • Pay Stub • Traffic/ Pawn ticket • Court record • Year Book
		<ul style="list-style-type: none"> • Notarized Montana Office of Vital Statistics Certificate Applicant form (you must provide the original letter, not a photocopy or faxed copy) • Have an authorized family member that has an ID order the certificate

If a picture ID with a signature is not available, two other forms of identification are required; one **MUST** have a signature. Please include photocopies of **both sides** of the ID when mailing your request

IMPORTANT: If the identification requirement is NOT met or if the application is incomplete, your request will be returned and significant delays in processing your order may occur.

FEE (All fees must be U.S. funds)

- **CERTIFIED COPIES OF A DEATH CERTIFICATE** cost \$3.00 for the each copy, (non-refundable)
- **INFORMATIONAL COPIES OF A DEATH CERTIFICATE** the cost is \$.50. (non-refundable)
- **SEARCHES**: \$.50 for each year. (An informational copy will be issued if record is found) (non-refundable)

Please complete as much of the following information as possible.

Decedent's Name: _____
 Date of Death (We need a date to begin searching if date is unknown): _____ Date of Birth: _____
 Place of Death: _____ Place of Birth: _____
 Parents Names: _____
 Occupation: _____ Spouse's Name: _____
 Number of Copies _____ Type of record needed? Certified _____ Not Certified _____
 Reason record is needed _____

Mailing or Delivery Address:

Name: _____
 Address: _____
 City, State, Zip: _____ Daytime Telephone Number: _____

Signature of Applicant: _____ **Relationship:** _____

Notary (For use if needed)

_____ personally appeared before me and whose identity I proved on the basis of satisfactory evidence to be the signer of the above instrument.

Subscribed and sworn to before me this _____ day of _____, 20____

Signature: _____
 Printed Name: _____
 Notary Public in and for the State of _____
 Residing at _____ My commission expires: _____

SEAL

Official Use Only

Date _____
 Rec# _____
 Amount _____
 Cert # _____
 Ser # _____
 Comment _____

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USES OR ATTEMPTS TO USE OR FURNISH TO ANOTHER FOR USE, FOR ANY PURPOSE OF DECEPTION, ANY CERTIFICATE, RECORD, REPORT, OR CERTIFIED COPY MADE, ALTERED, AMENDED, OR MUTILATED. (50-15-114(C), MCA)

Ways to Order:

- Fax your application with credit card information to 406-258-3913. Certificates are mailed the next working day.
- Mail the application with correct fee (check or money order). Certificates are mailed the next working day.
- Apply in person for same day service. Office hours are 8:00 AM to 5:00 PM Monday through Friday.

Please make checks payable to Clerk & Recorder.

For Federal Express Delivery: Please call 406-258-4752 for amount. Federal Express cannot be delivered to a PO Box and the package must be signed for.

Credit Card # _____ Expiration Date _____

Signature for Credit Card _____