

Application for Certified Copy of Death Record

Pennsylvania Department of Health ♦ Division of Vital Records

DEATH

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PART 1: By my signature below, I state I am the person whom I represent myself to be herein, and I affirm the information within this form is complete and accurate and made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities. In addition, I acknowledge that misstating my identity or assuming the identity of another person may subject me to misdemeanor or felony criminal penalties for identity theft pursuant to 18 Pa.C.S. §4120 or other sections of the Pennsylvania Crimes Code. (Note: Signature must agree with name listed in Parts 2 and 5 of this form.)

Signature of person making request (*Do not print*): _____
 Signature required on **ALL** requests. Must be 18 years of age or older to apply. If under 18, immediate family member must request record.

PART 2: PRINT or TYPE name of individual requesting record and his/her **current mailing address**.

Name: _____ Relationship to Person (If attorney, please indicate representation) _____
 Named on Record: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Daytime phone number: (____) _____ - _____ E-mail Address: _____

Intended Use of Certified Copy: (Documentation required verifying your direct interest if you are not related to the decedent or are not the attorney for the estate) Social Security/Benefits Insurance Financial Institution Genealogy Estate Settlement
 Other (List reason: _____)

PART 3: PRINT or TYPE information below regarding person who died: **Number of copies:** _____

Name at Death: _____ Sex: Male Female

Date of Death: _____ **Place of Death:** _____
 (Month/Day/Year - Records available from 1906 to the present) (County) (City/Boro/Twp. in Pennsylvania)

Social Security #: _____ Age at Time of Death: _____ Date of Birth: _____

Mother's or Parent A's Name: _____
 (First) (Middle) (Last prior to marriage) (Current last)

Father's or Parent B's Name: _____
 (First) (Middle) (Last prior to marriage) (Current last)

Funeral Director: _____

PART 4: DEATH: \$9.00 each. If fee is required, make check/money order payable to: **VITAL RECORDS.**

Fees may be waived for individuals and their dependents who served or are currently serving in the Armed Forces (complete the following):

Armed Forces Member's Name: _____ Service Number: _____

Relationship to Armed Forces Member: _____ Rank and Branch of Service: _____

PART 5: VALID GOVERNMENT ISSUED PHOTO ID REQUIRED

♦ Individual requesting record must include a legible copy of his/her valid government issued photo ID that verifies name and mailing address as listed in Part 2 above.

♦ Examples: State issued driver's license or non-driver photo ID (if address has been changed, include copy of update card).

♦ If possible, enlarge photo ID on copier by at least 150% (copies of ID will be shredded upon review).

♦ If acceptable ID not available, visit our website at www.health.pa.gov/MyRecords/Certificates for further information.

Mail with self-addressed, stamped envelope to:

**Division of Vital Records
 ATTN: Death Unit
 PO Box 1528
 New Castle, PA 16103**

Print or type name and address in the space provided below
 (Must agree with name and current address in Part 2 and ID documentation):

Name
Street
City, State, Zip Code

You are welcome to visit one of our offices in the following cities in Pennsylvania

- ♦ **Erie:** 1910 West 26th Street
- ♦ **Harrisburg:** Forum Place
555 Walnut St., 1st Floor
- ♦ **New Castle:** Central Bldg. (Room 401)
101 South Mercer Street
- ♦ **Philadelphia:** 110 North 8th Street
(Suite 108)
- ♦ **Pittsburgh:** 411 7th Avenue
(Suite 360)
- ♦ **Scranton:** Scranton State Office Bldg.
(Room 112), 100 Lackawanna Avenue