

INSTRUCTIONS FOR REQUESTING A COPY OF A **DEATH** RECORD

1. Check which type of copy you are requesting:
 - a. **For Authorized Certified Copies:** You must complete the entire Application form, including the *Certificate of Identity Statement* (see instructions below).
 - b. **For Informational Copies:** You are only required to complete the Applicant and Registrant information sections of the application. The *Certificate of Identity Statement/Certificate of Acknowledgment* is not required for an Informational copy.
2. “I am:” Section: Check the box that pertains to your relationship to the Registrant (person named on the certificate).
3. **Certificate of Identity Statement/Certificate of Acknowledgment** (same page): If you submit your request by mail, you must complete and sign the sworn *Certificate of Identity Statement* in the presence of a Notary Public and the Notary Public must complete the *Certificate of Acknowledgment* (lower part of page) before mailing your request.

PLEASE NOTE: Only one notarized *Certificate of Identity Statement/Certificate of Acknowledgment* is required for multiple certificates requested at the same time; however, the *Certificate of Identity Statement* must include the name of each individual whose death certificate you wish to obtain and your relationship to that individual. The front portion of the application must be completed for each individual you are requesting death certificate copies for.
4. **Fees:** Fees may be paid by cash, money order, debit or credit card in the Clerk-Recorder’s Office. Mail requests must be paid by cashiers check, postal or bank money order (International Money Order only for out-of-country requests) and made payable to Merced County Clerk-Recorder.
 - a. Fees for copies or searches of Death Certificates:\$26 for each copy or search*
5. If no record is found the fee is retained for the search effort (as required by statute).
5. **Internet Orders:** May be placed online through www.vitalchek.com. An additional fee of \$12.95 is charged by VitalChek for use of this service. Carefully follow all instructions from the VitalChek website when placing your order.
6. **Mail Requests:** Mail completed application, *Certificate of Identity Statement/Certificate of Acknowledgment* (one page), appropriate fees, and a self-addressed stamped envelope to: Merced County Clerk-Recorder, 2222 M Street, Merced CA 95340.

APPLICATION FOR CERTIFIED COPY OF **DEATH** RECORD

NOTICE: Orders sent by mail or messenger must include the accompanying Certificate of Identity Statement, sworn under penalty of perjury and executed before a Notary Public (see accompanying instructions).

California Health and Safety Code, Section 103526, permits only authorized persons as defined below to receive certified copies of death records. Those who are not authorized by law to receive an Authorized Certified Copy will receive a certified copy marked "**INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY.**" Please indicate whether you would like an Authorized Certified Copy or a certified Informational Copy.

☐ I would like an **Authorized Certified Copy** of the record identified on the application form. *(In order to receive an Authorized Certified Copy, you must indicate your relationship to the person named on the application form by selecting from the list below; AND complete the Certificate on the BACK SIDE.)*

☐ I would like a certified **Informational Copy** of the record identified on the application form. *(You are not required to select from the list below nor required to complete the back side of this form in order to receive an Informational Copy.)*

I am:

- ☐ The registrant (person named on the certificate) or a parent or legal guardian of the registrant.
- ☐ A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code.
- ☐ A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business.
- ☐ A child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant (person named on the certificate).
- ☐ An attorney representing the registrant (person named on the certificate) or the registrant's estate, or any person or agency empowered by statute or appointed by court to act on behalf of the registrant or the registrant's estate.
- ☐ An agent/employee of a funeral establishment, acting within the scope of employment, who is ordering certified copies of a death certificate on behalf of an individual specified in paragraphs (1) to (8), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code.
- ☐ A surviving next of kin (specified in Health and Safety Code 7100)

Attention: Read accompanying instructions before completing this form.

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)																	
Printed Name and Signature of Person Completing Application		Today's Date	# Copies	Telephone Number – Area Code First ()													
Address – Number, Street		City		State	ZIP Code												
Name/Address of Person Receiving Copies, If Different From Above		City		State	ZIP Code												
REGISTRANT INFORMATION (PLEASE PRINT OR TYPE)																	
Name on Certificate – First		Middle	Last		Sex												
DEATH CERT	Date of Death (Or period of years to search)		Place of Death – City or Town, State														
//////////////////////////////////// For Official Use Only //////////////////////////////////// <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Type of Certificate ☐ Death</td> <td>Checked By</td> <td>Filled By</td> <td>Delivered By</td> <td>Date Delivered</td> <td>Type Issued ☐ Certified ☐ Informational</td> </tr> <tr> <td colspan="2">Certificate #</td> <td colspan="3">Bond Paper #</td> <td>DL / ID #</td> </tr> </table>						Type of Certificate ☐ Death	Checked By	Filled By	Delivered By	Date Delivered	Type Issued ☐ Certified ☐ Informational	Certificate #		Bond Paper #			DL / ID #
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Notary Seal