



DEATH FILING REQUEST

FUNERAL HOMES ♦ MORTUARIES ♦ CREMATORIES

- Please review your certificates for accuracy. Errors may increase processing time.
- Ensure ALL areas on the certificate are complete
- Complete one request form per filing before presenting.
- PERMITS MUST BE FILED WITH THE CERTIFICATES FOR ALL CREMATIONS, BODY DONATIONS and REMOVALS

Common errors or overlooked items. Errors or incomplete items may delay your filing(s).

- | | |
|--|---|
| <ul style="list-style-type: none"> • Autopsy findings left blank • Residing in city limits (7g) left blank | <ul style="list-style-type: none"> • Armed Forces member left blank (8) • Mother's name prior to marriage (12) left blank |
|--|---|

Funeral Home Name _____ Date Requested _____

Mailing Address _____

City _____ State _____ Zip _____

Requestor Email _____ Fax _____ Phone _____

DEATH FILING REQUEST

Decedent's full name _____ Date of death _____
mm/dd/yyyy

Place of Death _____

Number of paid copies _____ **1st copy @ \$25.00** **\$5.00 each additional copy at same time.**

VA copy? Yes No Please present payment at time of request filing.

DROPPING OFF? Yes No **RETURN via MAIL?** Yes No

Same day filing available if correctly submitted prior to 3:00 p.m.
All requests received after 3:00 p.m. will be processed the next business day.
DEATH CERTIFICATE FILING BUSINESS HOURS: 8:00 a.m. – 4:00 p.m.

Vital Records Office Use Only

PAYMENT Cash _____ Credit/Debit _____ Check # _____

Receipt No. _____ Prepared by _____

Payment is required at time of receipt.

Fee Schedule for One Filing with Certificate Copies

1 - \$25	4 - \$40	7 - \$55	10 - \$70	13 - \$85	16 - \$100
2 - \$30	5 - \$45	8 - \$60	11 - \$75	14 - \$90	17 - \$105
3 - \$35	6 - \$50	9 - \$65	12 - \$80	25 - \$95	18 - \$110