

INSTRUCTIONS TO OBTAIN A DEATH CERTIFICATE BY MAIL

Who is eligible to obtain a death certificate copy?

- The spouse, parent, sibling, or child of the deceased
- Other persons who have a:
 - documented lawful right or claim
 - documented medical need
 - New York State Court Order

What is a lawful right or claim?

If the applicant is not the spouse, parent or child of the decedent, a lawful right or claim must be documented. An example of a lawful right or claim would be a death record needed by the applicant to claim a benefit. Documentation would consist of an official letter from the agency verifying that to process the claim they require from the applicant a copy of the requested death record.

What is the fee for a death certificate copy?

The fee is \$10.00 per death certificate copy- Money Order or Bank Check Only

How long will it take?

Mail requests ordered with regular handling (or requests submitted via first class, registered, certified or two-day mail) will be processed within 2 days from the day that they are received in the Clerk's office.

How do I place an order for a death certificate copy?

Apply in person with proper identification.

Identification Requirements:

1) Application in person must be submitted with copies of either A or B

A. One (1) of the following forms of valid photo-ID

Driver license
Non-driver license
Passport
Employment ID

B. Three (3) of the following showing the applicant's name and address

2 Utility or telephone bills

Letter from a government agency dated within the last six (6) months

THIS APPLICATION MUST BE NOTARIZED

Town of Poughkeepsie, New York
Town Clerk's Office
1 Overocker Road
Poughkeepsie, NY 12603

Telephone (845) 485-3620
Fax Number (845-485-8583

Monday To Friday
8:00 AM – 4:00 PM EST

Application for Certified Copy of Death Certificate

\$10.00 Fee Required For Each Copy Requested, Payable By Money Order, Certified Bank Check (Mail)

WE DO NOT ACCEPT PERSONAL CHECKS

Today's Date: _____

Name of Deceased: _____ Date of Death: _____

Place of Death: _____

(Must be Saint Francis Hospital/ Mid-Hudson Regional/Lutheran Care or an address in the Town of Poughkeepsie)

Vassar Hospital is located in the City of Poughkeepsie, you would contact them @ 845-451-4276

Name of Father of deceased: _____

Maiden Name of Mother of deceased: _____

of Copies Requested with confidential cause: _____ # without confidential cause _____

Purpose of Request: _____

Relationship (capacity) to person whose record is required _____

Name of Applicant: _____

Address: _____

Daytime Telephone #: _____

*Please also attach with this form a copy of State issued photo ID when mailing in request

Applicant Signature (Before a Notary): _____

**A Daytime phone number must be supplied*

***Notary, Please affix your stamp**

Sworn to before me this _____ day

Of _____ 20

Notary Public