

Town of Poughkeepsie Clerk – Death Certificates:

PLEASE NOTE THAT IF THE DEATH OCCURRED AT VASSAR HOSPITAL THAT IS IN THE CITY OF POUGHKEEPSIE AND WE WILL NOT HAVE THAT RECORD- YOU MUST CONTACT THE "CITY OF POUGHKEEPSIE"

Who is eligible to obtain a death certificate copy?

- A spouse, parent, sibling, or child of the deceased
- Other persons who have a:
 - **documented** lawful right or claim

BY MAIL:

- 1.) Mail a completed Death Certificate Application which is attached along with a copy of your Driver's License or State Issued ID
- 2.) The completed Death Certificate Application **MUST BE NOTARIZED** - NO EXCEPTION
- 3.) Self-Addressed Stamped Envelope

There is a **fee of \$10.00 per Certificate/ or no record certificate** - Please note * no record certificate is given if we search and have no record of the death in our office.

WE DO NOT ACCEPT PERSONAL CHECKS, OR CASH. Please send a **money order** or **bank certified check** payable to the Town of Poughkeepsie. We do not take credit cards for mail order requests

How long will it take? Mail requests will be processed within 2 days from the day they are received in the Clerk's office.

If you need overnight, we suggest using Fed X and enclosing a prepaid return Fed X Envelope back to yourself-

Mail to: Town Clerk's Office Questions: (845) 485-3620
 1 Overocker Road
 Poughkeepsie, NY 12603

WALK IN:

- Death Certificate Application (will be given to person to fill out when they arrive)
- Valid Identification (One thing from either "A" or "B")
 - "A" - One (1) of the following forms of valid photo ID
 - Driver's License
 - Non-Driver's License
 - Passport
 - Employment ID
 - "B" - Three (3) of the following showing the applicant's name and address
 - Utility or Telephone Bills
 - Letter from a Government Agency dated with the last six (6) months

There is a **fee of \$10.00 per transcript.** Paying in person: Cash, Credit Card, or Personal Check if Town Resident
There is a 1.75 Convenience charge added to all credit card transactions*

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