



How To Apply For A Copy Of A Death Certificate

Who is eligible to get a copy of a death certificate?

- The spouse, domestic partner, parent, child or sibling of the deceased.
o If you are the spouse, parent, sibling or child of the deceased, you are required to provide a copy of legal documentation proving your relation to the deceased (i.e., marriage license or birth certificate proving lineage)
o If you are the domestic partner of the deceased, you are required to provide proof of being in a domestic partnership such as names jointly listed on a deed, proof as a beneficiary or covered person under the deceased person's employee benefits or health insurance.
Other people who have one of the below:
o Documented Lawful Right or Claim
o Documented Medical Need
o New York State Court Order

If you are not the spouse, domestic partner, parent, child or sibling of the deceased you must document a lawful right or claim. For example, you may need a death certificate to claim a benefit. You would need an official letter from the agency saying you need the death record to process the claim.

Fill out form "Application for Copy of Death Record" (DOH-294A) and provide identification:

1 from A or 2 from B:

A. One of the following forms of valid photo-ID:

- Driver's license
State-issued, nondriver photo-ID card
Passport
U.S. Military-issued, photo-ID

OR

B. Two of the following showing the applicant's name and address:

- Utility or telephone bill
Letter from a government agency dated within the last six months

- Completed “Notarized Identity Verification” Form (if applying by mail)
- **There is a \$10 fee for the search and a copy, if found.** Check, Cash or Credit Card are accepted forms of payment. Checks are made out to the “Town of Tuxedo”
- Please include a self-addressed envelope if you would like it mailed and include an overnight envelope and postage if it needs to be expedited
- Include your phone number and email address in case there are any questions
- Send documents to:

**Tuxedo Town Clerk
One Temple Dr.
Tuxedo, NY 10987**

- Office hours are **Monday – Friday, 9am – 3pm** if applying in person

Payment Type: Cash_____ Check_____ Credit Card_____ *(fill out below)*

Name on Card: _____

Credit Card # _____

Card Type: _____

Expiration Date: _____

Security Code: _____

Fees:

Credit Card = 2.55% / \$2.00 min.

E-Check = \$2.00