

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER A DEATH CERTIFICATE?

Complete copies of a certified death certificate will be issued to anyone who submits a completed application, establishes their identity, and lists the reason for needing the copy. If a death certificate lists the cause of death as "pending autopsy" or "pending investigation", a certified copy which has the cause of death information removed will be issued.

IDENTIFICATION IS REQUIRED

The person signing the request must provide an enlarged legible photocopy of both sides of their valid driver's license or other legal picture identification with a signature or the requestor must have this application notarized.

Suggested Identification

Picture ID with a Signature	OR Two Forms of ID – One MUST have a Signature	OR
<ul style="list-style-type: none"> • Driver's License • State ID Card • Passport • Military ID Card • Tribal 	<ul style="list-style-type: none"> • Social Security Card • Work ID Card • Car registration/Insurance • Doctor/Medical record • Fishing License • US Military DD 214 • Utility Bill with a current address • Voter Registration Card 	<ul style="list-style-type: none"> • Credit/Debit/ATM Card • School ID Card • Library Card • Insurance Record • Pay Stub • Traffic/ Pawn ticket • Court record • Year Book
		<ul style="list-style-type: none"> • Notarized Montana Office of Vital Statistics Statement to Identify certified Birth or Death Certificate Applicant form (you must provide the original letter, not a photocopy or faxed copy) • Have an authorized family member that has an ID order the certificate

If a picture ID with a signature is not available, two other forms of identification are required; one MUST have a signature. Please include photocopies of both sides of the ID when mailing your request. **IMPORTANT:** If the identification requirement is NOT met or if the application is incomplete, your request will be returned and significant delays in processing your order may occur.

COST: \$3.00 FOR EACH CERTIFICATE ORDERED.

Please complete the following information:

Decedent's Name: _____

Date of Death (We need a date to begin searching if date is unknown): _____ Date of Birth: _____

Place of Death: _____ Place of Birth: _____

Parents Names: _____

Occupation: _____ Spouse's Name: _____

Number of Copies: _____ Type of Record needed? Certified: _____ Not Certified: _____

Reason record is needed: _____

Mailing or Delivery Address: _____

Name: _____

Address: _____

City, State, Zip: _____ Daytime Telephone Number _____

Signature of Applicant: _____ Relationship: _____

Notary (For use if needed)

State of _____
 County of _____

_____ personally appeared before me and whose identity I proved on the basis of satisfactory evidence to be the signer of the above instrument.

Subscribed and sworn to before me this _____ day of _____, 20____

Signature: _____

Printed Name: _____

Notary Public in and for the State of: _____

Residing at: _____ My Commission Expires: _____

SEAL

Official Use Only
Date: _____
Rec#: _____
Amount: _____
Cert#: _____
Ser#: _____
Comment: _____

