

**MONTANA OFFICE OF VITAL RECORDS
111 N SANDERS RM 6 / PO BOX 4210
HELENA, MONTANA 59604-4210
Phone: 406-444-2685**

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.

FEE (All fees must be U.S. funds)

- **CERTIFIED COPIES OF A DEATH CERTIFICATE** cost \$15.00 for the first copy, \$8.00 for each additional copy of the same record. **(non-refundable)**
- **INFORMATIONAL COPIES OF A DEATH CERTIFICATE** the cost is \$13.00. **(non-refundable)**
- **CERTIFIED COPIES OF DOCUMENTS** on file with the state (i.e., correction affidavits), the cost is \$12.00. **(non-refundable)**

Please Make CHECKS Payable To: MONTANA VITAL RECORDS

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: _____ Gender of Decedent _____
 Parents Names: _____
 Occupation: _____ Spouse's Name: _____
 Reason record is needed _____
 Relationship: _____ Number of Copies _____ Type of record needed? Certified Not Certified

Mailing or Delivery Address:

Name: _____
 Address: _____ City, State, Zip: _____
 Daytime Telephone Number: _____ Signature of Applicant: _____
 Email Address: _____

Notary (For use if needed)

Verification of Signer's ID Is Mandatory

State of _____
 County of _____

This record was signed and sworn to (or affirmed) before me on _____ by _____
 (Date)

 (Name of Signer)

 (Notary's Signature)

[Official Stamp]

| Official Use Only | |
|--------------------------|-------|
| Date | _____ |
| Rec# | _____ |
| Amount | _____ |
| Cert # | _____ |
| Ser # | _____ |
| Comment | _____ |

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)