

# Obtaining Out of State Death Certificate for FICMR Review

## The process is:

1. The State FICMR Coordinator will request the state name where the death occurred, from Vital Statistics.
2. The name of the state, where the death occurred, will be sent to the County FICMR Team contact.
3. The County FICMR Team contact person will need to request the out of state death certificate.

## Helpful hints when requesting the out of state death certificate:

- ◆ Ask for an **“Unofficial” or “Noncertified”** copy. A certified copy is a legal document and some state registrars are leery of issuing legal documents to people who don’t have this kind of need. Be aware that some states may have a fee in order to obtain a certified copy.
- ◆ Registrars in other states have different set of laws to follow, so it is ok for them to say, “No.” If you are unable to obtain the death certificate, have the registrar send verification notice to you by email or letter form. The department will accept this as verification stating the death certificate is unavailable.

For assistance please contact the FICMR Coordinator at 406-444-3394

