

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. If a picture ID with a signature is not available, two other forms of identification are required; one **MUST** have a signature.

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• Yearbook	<ul style="list-style-type: none">• Have your signature on this form notarized• Have an authorized family member that has an ID order the certificate

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

- **CERTIFIED COPIES OF A DEATH CERTIFICATE:** \$7.00 for each copy. (non-refundable)
- **CERTIFIED HIPAA COPIES:** \$7.00 for each copy. Available if certificate lists the cause of death as "pending investigation."
- **NON-CERTIFIED INFORMATIONAL COPIES:** \$0.50 for each copy.

Please complete the following information

Decedent's Name: _____

Date of Death (Estimate if date is unknown): _____ Date of Birth: _____

Number of Copies: _____ Type of record needed: Certified _____ Information _____

Reason record is needed: _____

Optional Information (If needed to help locate Death Certificate)

Place of Death: _____ Place of Birth: _____

Parents Names: _____

Spouse's Name: _____

Applicant Information:

Name: _____

Address: _____ City, State, Zip: _____

Daytime Telephone Number: _____ Signature of Applicant: _____

Notary (For use if needed)

State of _____ County of _____

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

(Date)

(Name of Applicant)

(Notary's Signature)

[Official Stamp]

Ways to Order:

- Go to missoulavitals.us to complete the application online.
- E-mail your application with identification and credit card information to recording@missoulacounty.us. Certificates are mailed the next business day.
- Fax your application with identification and credit card information to 406-258-4811. Certificates are mailed the next business day.
- Mail the application with copies of identification and payment (check, money order, or credit card). Certificates are mailed the next business day. **Please make checks payable to Clerk & Recorder.**
- Apply in-person for same day service. Office hours are 8:00 AM to 5:00 PM Monday through Friday.

For USPS Priority Express 1-2 Business-Day Delivery: Add \$32 to order cost. A tracking number will be provided and sent to your email address.

If paying by credit or debit card, a \$1.25 fee plus 1.995% processing fee will be added to your transaction.

Credit Card #: _____

Expiration Date: _____

Signature for Credit Card: _____