

## DO YOU NEED A COPY OF A DEATH CERTIFICATE?

The City of Middletown maintains death certificates only for persons who died in the City of Middletown. If a death occurred somewhere other than the City of Middletown, you must contact that municipality to obtain a death certificate.

## Who is eligible to obtain a death certificate copy?

- The spouse, parent or child of the deceased
- The siblings of the deceased
- Other persons who have a:
  - documented lawful right or claim
  - documented medical need
  - New York State Court Order

## What is a lawful right or claim?

If the applicant is not the spouse, parent, sibling or child of the decedent, a lawful right or claim must be documented. An example of a lawful right or claim would be a death record needed by the applicant to claim a benefit. Documentation would consist of an official letter from the agency verifying that to process the claim they require from the applicant a copy of the requested death record.

## Identification Requirements - application *must* be submitted with copies of one item in A:

- A. One (1) of the following non-expired forms of valid photo-ID:
- Driver license
  - State issued non-driver photo-ID card
  - Passport
  - U.S. Military issued photo-ID

### Important Notes:

- Failure to include necessary identification will result in rejection of your application.
- Copy of Passport required in addition to the above ID if request is made from a foreign country that requires a U.S. Passport for travel.

## What is the fee for a death certificate copy?

- The fee is \$10.00 per death certificate copy.
- Payment of [mail order](#) copies may be made by money order payable to the City of Middletown - **Do not send cash.**

See **RECORDS BY MAIL** for other information on receiving copies of death certificates by mail.