

(for Mail or In-Person Requests)

TYPE or PRINT.

I. APPLICANT INFORMATION	CURRENT NAME - First		Last		MAIL TO NAME - First (if different)		Last	
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address) Apt. No.				MAIL TO ADDRESS (if different than street address) Apt. No.			
	City		State	ZIP Code	City		State	ZIP Code
	DAYTIME TELEPHONE NUMBER ()				EMAIL ADDRESS			
	TYPE OF CURRENT VALID PHOTO ID (See item 4, on page 2.)		PHOTO ID NUMBER			STATE OF ISSUANCE		EXPIRATION DATE

II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE

Per Wis. Stat. § 69.21, a **CERTIFIED** copy of a death certificate is available to applicants with a "direct and tangible interest." (A–D below)

CHECK ONE box which indicates **YOUR RELATIONSHIP** to the **PERSON NAMED** on the death certificate.

A. I am a **member of the immediate family** of the person named on the death certificate.
☐ Parent (My name is on the death certificate and my parental rights have not been terminated.)
☐ Brother / Sister ☐ Current Spouse ☐ Child
☐ Maternal Grandparent ☐ Paternal Grandparent ☐ Current Domestic Partner (registered in the Wis. Vital Records System)

B. ☐ I am **the legal custodian or guardian** of the person named on the death certificate.

C. ☐ I am a **representative authorized** by any person in category A or B, including an attorney.
Specify the person you represent: _____

D. ☐ I can demonstrate the death certificate is necessary for the **determination or protection of a personal or property right**.
Specify your interest: _____

E. ☐ I am a **direct descendent** of the decedent and am requesting an **uncertified** copy of the death certificate.

F. ☐ None of the above. I am requesting an **uncertified** copy. (Copy will not be valid for identity purposes.)

NOTE: Stepparents, stepchildren, stepbrothers / stepsisters may only obtain certified copies as categories B–D.

PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:

	FIRST COPY FEE	\$ 20.00	\$20.00
	☐ <u>Fact of Death</u> (without cause of death, manner of death, and final disposition) (sufficient for most financial transactions)		
OR	☐ <u>Extended Fact of Death</u> (with cause of death, manner of death, and final disposition) (for insurance benefit claims)		
	EACH ADDITIONAL COPY (issued at the same time as the first copy)		
	☐ <u>Fact of Death</u>	_____ X \$ 3.00 Number of Additional Copies	_____
	☐ <u>Extended Fact of Death</u>	_____ X \$ 3.00 Number of Additional	_____
		TOTAL	_____

Be sure to include: ☐ completed form, ☐ acceptable identification, ☐ payment, ☐ any additional proof or authorization required

IV. DEATH RECORD INFORMATION	NAME OF DECEDENT - First	Middle	Last	DATE OF DEATH (MM/DD/YYYY)
	PLACE OF DEATH - County	PLACE OF DEATH – City, Village, or Town *		DECEDENT'S SOCIAL SECURITY NUMBER *
	DECEDENT'S AGE / BIRTHDATE *	DECEDENT'S OCCUPATION *	NAME OF DECEDENT'S SPOUSE *	
	NAME OF DECEDENT'S PARENT *		NAME OF DECEDENT'S PARENT *	

SIGNATURE (Applicant)	Date Signed (MM/DD/YYYY)
	

The fields marked with an asterisk () do not have to be completed. The information is helpful but not required.

1. What is the difference between a “certified” and an “uncertified” copy of a death certificate?

A CERTIFIED COPY:

- Is printed on security paper, has a raised seal, and shows the signature of the State Registrar or Local Registrar.
- Can be used for legal purposes.
- Can only be obtained with a direct and tangible interest as defined in Wis. Stat. § 69.20(1).

AN UNCERTIFIED COPY:

- Is printed on plain paper and marked uncertified.
- Cannot be used for identity purposes.
- Contains the same information as a certified copy.

2. Limitations on access to cause of death information

Uncertified copies of death records shall not include the extended fact of death (with cause of death, manner of death, and final disposition) unless 50 years have elapsed from the year in which the death occurred or the applicant has a direct and tangible interest per Wis. Stat. § 69.20(1), or is a direct descendent of the decedent.

3. How long will it take to process my request?

APPLYING IN PERSON

APPLYING BY MAIL

4. What identification is required when applying for a death certificate?

Requests for certified copies require proof of identification. Applicant's original ID is required for in-person applications. A **photocopy** of the applicant's ID is required for mail applications.

Expired cards or documents will not be accepted.

Examples of acceptable forms of identification include:

One of these:

- State issued driver's license or ID card
- US Government issued photo ID
- US or Foreign passport
- Tribal or Military ID card

OR

Two of these:

- Bank/Earnings statement
- Current, dated, signed lease
- Health insurance card
- Utility bill or traffic ticket
- Vehicle registration/title

**If you have questions regarding this form, please call
or visit our website at**