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.

<table>
<thead>
<tr>
<th>Picture ID with a Signature</th>
<th>OR Two Forms of ID – One MUST have a Signature</th>
<th>OR</th>
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<tbody>
<tr>
<td>• Driver’s License</td>
<td>• Social Security Card</td>
<td>• Notarized Montana Office of Vital Statistics Certificate Applicant form (you must provide the original letter, not a photocopy or faxed copy)</td>
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<tr>
<td>• State ID Card</td>
<td>• Work ID Card</td>
<td>• Library Card</td>
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<tr>
<td>• Passport</td>
<td>• Car registration/Insurance</td>
<td>• Insurance Record</td>
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<tr>
<td>• Military ID Card</td>
<td>• Doctor/Medical record</td>
<td>• Pay Stub</td>
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<tr>
<td>• Tribal</td>
<td>• Fishing License</td>
<td>• Traffic/ Pawn ticket</td>
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<td>• US Military DD 214</td>
<td>• Court record</td>
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<td></td>
<td>• Utility Bill with a current address</td>
<td>• Year Book</td>
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<td>• Voter Registration Card</td>
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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, cash or checks only)

- CERTIFIED COPIES OF A DEATH CERTIFICATE cost $7.00 for each copy. (non-refundable)
- INFORMATIONAL COPIES OF A DEATH CERTIFICATE (HIPPA) may be issued on regular paper for .50

Please Make CHECKS Payable To: Stillwater County Clerk & Recorder

Please complete the following information

Decedent’s Name:___________________________________________

Date of Death (We need a date to begin searching if date is unknown):___________________________

Place of Death:__________________________ Place of Birth:__________________________ Gender of Decedent: ___________________

Parents Names:_____________________________________________________________________

Occupation:__________________________________________ Spouse’s Name:________________________________________

Relationship to the deceased:__________________________________________ Number of Copies:_________ Type of record needed? ☐ Certified ☐ Not Certified

Reason record is needed:_____________________________________________________________________

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 ____________________________ (Date)

By________________________________________(Name of Applicant)

________________________________________(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)