

Application to Local Registrar for Copy of Death Record by Mail

PLEASE COMPLETE FORM AND ENCLOSE FEE

FEE: \$10.00 per copy or No Record Certification. Please do not send cash or stamps.

PLEASE PRINT OR TYPE

Name of Deceased First Middle Last			Date of Death or Period to be Covered by Search		
Name of Father of Deceased First Middle Last			Social Security Number of Deceased		
Maiden Name of Mother of Deceased First Middle Last			Date of Birth of Deceased Month Day Year		Age at Death
Place of Death					
Name of Hospital or Street Address			Village, Town or City		County
Purpose for Which Record is Required					
What is your relationship to the deceased? _____					
In what capacity are you acting? _____					
If Attorney, name and relationship of your client to deceased _____					
Signature of Applicant – Signature must be notarized					
Signature _____			Date _____		
AFFIX NOTARY ▽ STAMP HERE ▽					
Address of Applicant _____					
Telephone Number _____					

COMPLETE FOR DEATHS OCCURRING AS OF JANUARY 1, 1988

_____ Number of copies requested with confidential cause of death

_____ Number of copies requested without confidential cause of death

PLEASE PRINT NAME AND ADDRESS WHERE RECORD SHOULD BE SENT

Name _____

Address _____

City _____ State _____ Zip Code _____

BE SURE YOUR APPLICATION INCLUDES THE FOLLOWING:

- A completed application form, including a notarized signature.
Incomplete applications will be rejected!
- A clear copy of your valid driver's license or non-driver's ID.
Expired licenses are not accepted.
- A check or money order for \$10.00 per copy requested made payable to
"CITY OF LONG BEACH"
- A self addressed, stamped envelope.

PLEASE NOTE:

- If paying by check, applications will be held seven (7) business days.
- If record is not found, a \$10.00 search fee will apply.

SEND YOUR COMPLETED APPLICATION TO:

**CITY OF LONG BEACH
ATTN: CITY CLERK – DEATH RECORDS
1 WEST CHESTER STREET
LONG BEACH, NY 11561**

QUESTIONS?

By phone: (516) 431-1002

On the web: <http://www.longbeachny.org/cityclerk>