

PLEASE READ THESE INSTRUCTIONS CAREFULLY

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.

Suggested Identification

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 • Year Book
		<ul style="list-style-type: none"> • Notarized Montana Office of Vital Statistics Statement to Identify certified Birth or Death Certificate Applicant form (you must provide the original letter, not a photocopy or faxed copy) • Have an authorized family member that has an ID order the certificate

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)

- **CERTIFIED COPIES OF A DEATH CERTIFICATE** cost \$3.00 for each copy. (non-refundable)

Please complete the following information.

Decedent's Name: _____
 Date of Death (We need a date to begin searching if date is unknown): _____ Date of Birth: _____
 Place of Death: _____ Place of Birth: _____
 Parents Names: _____
 Occupation: _____ Spouse's Name: _____
 Number of Copies _____ Type of record needed? Certified _____ Not Certified _____
 Reason record is needed _____

Applicant Information:

Name: _____
 Address: _____ City, State, Zip: _____
 Daytime Telephone Number: _____ Signature of Applicant: _____

Notary (For use if needed) Verification of Applicant's ID Is Mandatory

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]

Official Use Only
Date _____
Rec# _____
Amount _____
Cert # _____
Ser # _____
Comment _____

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USES OR ATTEMPTS TO USE OR FURNISH TO ANOTHER FOR USE, FOR ANY PURPOSE OF DECEPTION, ANY CERTIFICATE, RECORD, REPORT, OR CERTIFIED COPY MADE, ALTERED, AMENDED, OR MUTILATED. (50-15-114(C), MCA)

Ways to Order:

- E-mail your application with credit card information to recording@missoulacounty.us. Certificates are mailed the next working day.
- Fax your application with credit card information to 406-258-4811. Certificates are mailed the next working day.
- Mail the application with correct fee (check, money order, or credit card). Certificates are mailed the next working 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: Please call 406-258-4752 for amount.

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

Credit Card # _____ Expiration Date _____

Signature for Credit Card _____