

Releasing Certified Copies of Death Certificates

Individuals in Column I are entitled to a copy of a death record pursuant to Regulation. Column II contains the types of documentation to use as evidence.

I

- a. Surviving Relative; or
- b. An authorized representative; or
- c. A person who is a beneficiary of the deceased; or
- d. An individual who wishes to establish an estate in the name of the deceased; or
- e. A person who paid to the deceased while the deceased was alive or who has paid to or is trying to pay insurance benefits, pension benefits, welfare benefits, or other benefits to deceased's beneficiaries; or
- f. A person who demonstrates to the Secretary that the individual is trying to carry out a legal duty that was the responsibility of the deceased; or
- g. A person who presents a subpoena issued by a court that commands that a copy of the record be produced; if the subpoena is issued by:
 - i. A court,
 - ii. An administrative body empowered by statute to issue a subpoena, or
 - iii. A person empowered by statute to issue a subpoena;
- h. A person who is a party or who represents a party in litigation in which it is an issue as to whether the subject of the record is deceased; or
- i. A person who needs to prove that a beneficiary who is the subject of the record is deceased; or
- j. A person who needs to prove that the subject of the record is deceased so that a piece of property may be transferred with a clear title; or
- k. A person who is a creditor of the deceased.
- l. A government official who requests a death certificate in order to carry out the duties or functions of the official's office.

II

- a. Relationship listed on application
- b. Affidavit, notarized letter or other evidence of authority
- c. Insurance policy, will, bank book, etc.
- d. Proof of same address, letter from immediate family member
- e. Copy of document of benefit
- f. Copy of account
- g. Subpoena issued by either listed
- h. Document from lawyer, judge, etc. stating the need
- i. Copy of policy, bank book, etc.
- j. Copy of deed, title, etc.
- k. Copy of bill, account, etc.
- l. Business ID card, request on agency letterhead