



DEATH CERTIFICATE MAIL ORDER FORM

**CHECKS/MONEY ORDERS
PAYABLE TO:**
Clark County Vital Records
(NO REFUNDS)

MAIL ORDERS TO:
Clark County Vital Records
P.O. Box 9825
Vancouver, WA 98666

Washington State Death Only (2002 to Current)

APPLICANT INFORMATION	NAME OF PERSON/COMPANY ORDER CERTIFICATE(S):			
	ADDRESS TO SEND CERTIFICATES TO (STREET ADDRESS REQUIRED FOR UPS ORDERS):			
	CITY:	STATE:	ZIP CODE:	COUNTRY:
	DAYTIME TELEPHONE NUMBER:	E-MAIL ADDRESS:		

To receive a death certificate, you MUST indicate your relationship to the certificate holder listed below and sign the sworn statement that you are authorized to receive the certificate under the RCW.

SELECT RELATIONSHIP TO CERTIFICATE HOLDER:	<input type="checkbox"/> SPOUSE/DOMESTIC PARTNER	<input type="checkbox"/> CHILD	<input type="checkbox"/> PARENT	<input type="checkbox"/> STEPPARENT	<input type="checkbox"/> STEPCCHILD
	<input type="checkbox"/> SIBLING	<input type="checkbox"/> GRANDPARENT	<input type="checkbox"/> GRANDCHILD	<input type="checkbox"/> GREAT GRANDPARENT	<input type="checkbox"/> LEGAL GUARDIAN
	<input type="checkbox"/> LEGAL REPRESENTATIVE	<input type="checkbox"/> AUTHORIZED REPRESENTATIVE	<input type="checkbox"/> COURTS	<input type="checkbox"/> GOVERNMENT AGENCY	

DEATH RECORD DETAILS	CERTIFICATE HOLDER FULL FIRST NAME(S):	CERTIFICATE HOLDER FULL MIDDLE NAME(S):	CERTIFICATE HOLDER FULL LAST NAME(S):		
	DATE OF DEATH:	CITY OF DEATH:	COUNTY OF DEATH:	COUNTRY OF DEATH:	
	OTHER NAMES, IF KNOWN (EX: MAIDEN NAME, MARRIED NAMES, PARENTS NAMES, ETC.):		SPOUSE(S), IF KNOWN:		
	DATE OF BIRTH, IF KNOWN:		PLACE OF BIRTH, IF KNOWN:		

Fees (Check Box(es) to select order type and then enter quantity)						Payment Information		IMPORTANTNOTE: As per RCW 70.58a, refunds will not be issued if; the application contains missing or incorrect information, there is no record found, or the required identity documentation and requirements are not met. <i>NOTE: Shipping charges and order fee apply per order not per certificate.</i>
Number of Certified Long Form Copies		<input checked="" type="checkbox"/>	\$25.00	=		Credit Card Number:		
Number of Certified Short Form Copies		<input checked="" type="checkbox"/>	\$25.00	=				
Number of Informational Copies <small>(Cannot be used for legal purposes)</small>		<input checked="" type="checkbox"/>	\$25.00	=				
Order Fee	1	<input checked="" type="checkbox"/>	\$10.00	=	\$10.00	Expiration Date:	CVV:	
Shipping Fees (Check Box to select shipping)								
U.S. Mail Delivery		<input checked="" type="checkbox"/>	\$5.00	=		Name & Billing Address:		
UPS Delivery		<input checked="" type="checkbox"/>	\$15.00	=				
UPS Next Business Day		<input checked="" type="checkbox"/>	\$40.00	=				
Grand Total for Order:						\$		

- I have included a copy of my identity document(s), my proof of eligibility document(s), and the required nonrefundable fee. See instructions for more information
- By signing this form, I declare under penalty of perjury under the laws of the state of Washington that the information I have provided is true and correct. Further, be advised that willfully providing a false statement to vital records for a certificate is a gross misdemeanor under Washington law, RCW 70.58A.590(2).

SIGNATURE OF APPLICANT _____ DATE SIGNED: (MM/DD/YYYY)

For Office Use Only	
Type of Payment:	Money Order/Check #:
<input type="checkbox"/> Cash	Amount Recorded:
<input type="checkbox"/> Money Order/Check	Invoice Number:
<input type="checkbox"/> Credit/Debit Card	Certificate Number(s):

Instructions for Death Certificate Order Form

Carefully read these instructions before completing and submitting the Death Certificate Order Form. Chapter 70.58ARCW and Chapter 246-491 WAC requires all applicants to be a qualified applicant, provide identity and proof of eligibility documentation, and provide required information to order a birth certificate.

Checklist for completing the Death Certificate Order Form:

- Complete all fields on the death certificate order form, sign, and date
- A copy of your identity document(s)
- A copy of your proof of eligibility document(s)
- Payment in form of check, money order, credit card.
- Send the order form, all documents, and non-refundable payment to:

Clark County Vital Records
P.O. Box 9825
Vancouver, WA 98666

What is a qualified applicant?

A qualified applicant is a person who is eligible to receive certificate.

Who are the qualified applicants for a long form death certificate?

Qualified applicants for a long form death certificate are: Spouse/Domestic Partner, Child, Parent, Stepparent, Stepchild, Sibling, Grandparent, Grandchild, Great Grandparent, Legal Guardian, Legal Representative, Authorized Representative, Next of Kin (if no one else from this list is living), Funeral Director or Funeral Establishment listed on the record (up to 12 months from the date of death), or Government Agency or the Courts (only for official duties).

Who are the qualified applicants for a short form death certificate?

Qualified applicants for short form death certificates are the same as the long form death certificates, plus these additional qualified applicants: A title insurer or title insurance agent handling a transaction involving real property, or a person that demonstrates the certificate is necessary for a determination related to the death or protection of a personal or property right related to the death.

Are you one of the qualified applicants listed above to the death certificate you are requesting?

If yes, continue. You will need to provide identity and proof of eligibility documentation.

****If you are not one of the listed above, STOP. You will not receive a WA State death certificate****

What is proof of eligibility documentation?

Proof of eligibility documentation are documents that link you to the requested death certificate.

1. If you are listed on the record and your identity documentation sufficiently links you to the record (i.e., spouse or parents), your proof of eligibility requirement is met.
2. If you are not listed on the record or your identity documentation doesn't sufficiently link you to the record, you must provide additional documentation to prove eligibility.

What documents will Clark County Vital Records accept to prove eligibility?

We will accept the following documents to prove eligibility:

- Copies of vital records such as certifications of birth, death, marriage, and divorce from this or another jurisdiction that link you to the requested record
- Copies of certified court orders from a court of competent jurisdiction linking you to the record (i.e., legal guardian)
- Document or letter from a government agency or courts stating the certification will be used in the conduct of official duties (for government court officials only)

What identity documentation will Clark County Vital Records accept?

We will accept a copy of:

- One government issued identity document (must contain photo, full name, and date of birth) that is current or expired less than 60 days; or
- If you do not have a government issued identity document, then **at least two** alternate documents from the alternate list. The alternate documents must contain matching first and last names and addresses, or in combination contains full name, date of birth, and photograph.

What information is required?

The following information is required as it appears on the death certificate:

- First, middle, and last name of the decedent.
- Date of death (month, day, year)
- City or county where the death occurred

What is the difference between the long form death certificate and the short form death certificate?

The long form death certificate contains cause and manner of death information and social security number of the decedent. This product might be needed to close out bank accounts or claim benefits such as life insurance policies.

The short form death certificate is a new product being offered only for deaths that were registered electronically starting January 1, 2018, to present. It does not contain cause and manner of death information or social security number of the decedent. This product might be needed for transferring titles (e.g., vehicles), real estate transactions, and probate cases.

Check with the agency or business where you will be using the certificate to know what information it must include prior to purchasing it.

What if I cannot provide the required documents to prove eligibility, do not have identity documents from the acceptable list, or know the required information?

If you are unable to meet the requirements, you may submit a request for an exception. This process allows the applicant to explain why you are unable to provide the required documentation or information.

What address do I put on the order form?

The address you provide on the order form must be the address you are REGISTERED to receive mail at. If that is not an option, put the name of the individual registered at the address and then put "in care of" before your name (Ex. John Doe C/O Jane Doe, 101 Israel Rd SE, Tumwater, WA 98502). If filling in the form by hand, please print clearly to avoid delay in processing.

What form of payment is accepted?

We accept checks, money orders and credit cards for requests **mailed** to Clark County Vital Records. Make sure your check or money order is made payable to Clark County Vital Records. Payment must be made in full to process the order.

Payment includes:

Number of certificates x \$25.00 each

\$10.00 order fee

and a shipping charge of \$5.00, \$15.00 or \$40.00.

Important note: NO REFUNDS will be given if a record could not be located or the documentation you provided did not prove you were eligible to receive a death certificate.

For more information about vital records, please visit our website at <https://clark.wa.gov/public-health/birth-and-death-certificates>