

## Death Certificates

### Who is eligible to obtain a death certificate?

Eligible persons include:

- Spouse
- Parent
- Child
- Sibling
- Person with one of the following:
  - Documented lawful right or claim
  - Documented medical need
  - New York State Court Order

### What is a lawful right or claim?

A lawful right or claim exists when a death record is required to obtain benefits such as life insurance, stocks, bonds or unclaimed funds. In order to meet the guidelines by New York State Public Health Law, the application must include an official letter from the agency or comptroller's office addressed to the applicant and naming the deceased in the body of the letter. If the letter does not meet these requirements the application will be refused.

### Identification Requirements – application must be submitted with copies of either A or B:

- A. One (1) of the following forms of photo ID
  - i. Driver's license
  - ii. State issued non-driver's ID
  - iii. Passport
  - iv. US military issued photo ID
  
- B. Two (2) of the following showing the applicants name and address must be provided:
  - i. Utility or phone bills
  - ii. Letter from government agency dated within the last six months

### What is the fee for a death certificate?

The fee is \$30 per certified copy.

Internet and phone orders require a major credit card. There is an additional \$10 processing fee per transaction (not per copy) applied to online and phone orders. This fee is non-refundable if the application is denied for any reason.

Payment of mail order requests may be made by check or money order drawn on a United States bank and payable to Monroe County Vital Records. DO NOT SEND CASH.

### How long will it take?

Internet and telephone orders are processed within (7) to (10) business days of receipt unless expedited fees have been applied to the order.

Mail in requests are processed within (5) business days of receipt of the request unless expedited fees have been applied to the order.

### **How can I order?**

Order via the internet through our secured online ordering system by clicking here: [Order Online](#)

Order by telephone by calling: (585) 753-5135

Order by mail by submitting the following completed application: [Birth Certificate Mail In Application](#)

### **How do I obtain an autopsy report?**

Autopsy reports are available through the Office of Medical Examiner by contacting (585) 753-5916.

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