

Death Certificates

Who is eligible to obtain a death certificate?

Eligible persons include:

- Surviving spouse listed on death certificate
- Parent NOT Stepparent
- Child NOT Stepchild
- Sibling NOT Stepsibling
- Person with one of the following:
 - Documented lawful right or claim
 - Documented medical need
 - New York State Court Order

What is lawful right or claim?

A lawful right of 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:
 - Driver's license
 - State issued non-driver's ID
 - Passport
 - US military issued photo ID
- B. Two (2) of the following showing the applicant's name and address must be provided:
 - Utility or phone bills
 - 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.

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

How long will it take?

Internet and telephone orders are processed within seven (7) to ten (10) business days of receipt unless expedited fees

have been applied to the order.

Mail-in requests are processed within five (5) business days of receipt of the request unless 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 the Medical Examiner by contacting (585) 753-5916.