



LFN # _____
 Year: _____
 BankNote# _____
 (For Office Use Only)

APPLICATION FOR CERTIFIED COPY OF DEATH RECORD

The Fee per copy is \$14.00

I would like a **Certified Copy** of the record identified on the application form. *In order to receive a Certified Copy, you must indicate your relationship to the person named on the application.*

I would like an **Informational Copy** of the record identified on the application form.

DECEDENT INFORMATION (PLEASE PRINT OR TYPE)

Name of Decedent – First (Given)		Middle	Last (Family)	Sex
Place of Death: City		Place of Death: County	Date of Death	
No. of Copies		Amount Enclosed		

APPLICANT INFORMATION (PLEASE PRINT OR TYPE)

Printed Name	Your Relationship to person named on the application.	Today's Date	Telephone Number ()
Address – Number, Street	City	State	ZIP Code

SWORN STATEMENT

I, _____, swear under penalty of perjury under the laws of the State of California, (Printed Name)
 that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth or death record of the following individual(s):

Sworn this _____ day of _____, 20____, at _____, _____
 (Day) (Month) (City) (State)

 (Signature)

Note: If submitting your order by mail, you must have your sworn statement notarized using the Certificate of Acknowledgment below.

CERTIFICATE OF ACKNOWLEDGMENT

State of _____)
 County of _____)

On _____, before me personally appeared _____,
 _____ personally known to me, or _____ proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

(NOTARY SEAL)

NOTARY SIGNATURE

The California Health and Safety Code, Section 103526, permits only authorized persons as defined below to receive certified copies of death records. Those who are not authorized by law to receive a certified copy will receive a certified copy marked **“INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY.”** Please indicate whether you would like a Certified Copy or an Informational Copy.

A parent or legal guardian of the registrant.

A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the death record in order to comply with the requirements of Section 3140 or 7603 of the Family Code.

A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business.

A child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.

An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate.

A funeral director ordering certified copies of a death certificate on behalf of an individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code.

INFORMATION: Death records have been maintained in the City of Berkeley Office of Vital Statistics since 1895.

INSTRUCTIONS

1. If you are requesting a certified **Informational Copy**, complete only the Applicant Information and Decedent Information portions of this form. If you are requesting a regular **Certified Copy**, complete the entire form.
2. If you submit your order in person, you must sign a sworn statement in the presence of Office of Vital Records staff. If you submit your request by mail, you must complete the attached statement and sign it in the presence of a Notary Public. **PLEASE NOTE: Only one notarized sworn statement is required for multiple certificates requested at the same time; however, the sworn statement must include the name of each individual whose death certificate you wish to obtain and your relationship to that individual.** (Note: A funeral director ordering copies on behalf of an individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code is not required to complete the notarized statement.)
4. Use a separate application form for each different record of death for which you are requesting a certified copy (if submitting your request by mail, remember to identify each certificate requested on the sworn statement).
5. Complete the **Applicant Information** section and provide your signature where indicated. Give all the information you have available to identify the record of the decedent in the spaces under **Decedent Information**. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record.
6. Submit **\$14** for **each** certified copy requested. If no record of the death is found, the **\$14** fee will be retained for searching as required by statute and a Certificate of No Public Record will be issued. If you are mailing your request, indicate the number of certified copies you wish and include sufficient money with this application, in the form of a personal check, postal or bank money order (International Money Order only for out-of-country requests), made payable to the **City of Berkeley**. Mail this application with the fee(s) to Berkeley City Health Department, Office of Vital Records, 1947 Center Street, Berkeley, CA 94704

Office of Vital Records
1947 Center Street
Berkeley, CA 94704

DEATH