Death Certificates									
Туре	Cost X	# of copies =	Total						
Certified Copy	\$21								
Additional Copies	\$4								
Total									

### MAIL APPLICATION FOR DEATH RECORD

# OFFICE USE ONLY CASHIERS CHECK MONEY ORDER

DATE \_\_\_\_\_\_ AMOUNT \$\_\_\_\_\_

DOCUMENT CONTROL #	£

REMITTANCE NO. \_\_\_\_\_ CERT. #\_\_\_

	Y OF YOUF									ST BE ORIGINAL		
(INCLUDING SI Step 1: YOUR IN	GNATURE)	NO CROSS C		RESS	OUT WILL	BE ACCEP	TED. SEE II	VSTRUCTI	ONS ON E	SACK.		
Your Name (Firs				NE00	TELAGE							
Street Address:	Street Address:				City:			State:		Zip Code:		
Email Address:	Email Address:				<u> </u>				Daytime			
	Your relationship to Person named on Certificate (Che							Phone Number: Spouse Parent Sibling				
Grandparent		neral Home to the address	Othe s below in		of my ma	ailing addre	ess listed al	bove.				
Name:						0						
Address to Send	Address to Send to if different than noted above:				City:			State:		Zip Code:		
Reason for Rea		Insurance	Other:		<u> </u>							
Step 2: INFORM			23			(Must be c	ompleted t	o Identifv	Record R	lequested)		
FULL NAME ON RECORD:	First Name				Middle Na			Last Na				
DATE OF DEATH:	Month		Day	Year		DATE OF BIRTH:	Month		Day	Year		
SEX:			SOCIAL	SECUR	ITY NUMBE	NUMBER:						
PLACE OF DEATH:	City or Town			County			TEXAS ONLY					
FULL NAME OF PARENT 1:	First Name			Middle Name			Maiden Last Name (Before first marriage)					
FULL NAME OF PARENT 2:	First Name				Middle Name			Maiden Last Name (Before first marriage)				
Step 3: AFFIDA	/IT (NOTARY	SECTION)										
STATE OF												
COUNTY OF_												
Before me on	this day app	eared		(N:	ame)			_				
now residing a	at			(142								
now residing at(Address)				(City)			· · · · · · · · · · · · · · · · · · ·	(State)				
Who is related	to the perso	on named on Pa	rt 1 as		Relationshi		nd who on oa	th disposes	s and says	the contents of		
this affidavit a	re true and o	correct.		(	Relationshi	(4)						
Signature of A	pplicant					_						
Sworn to and s	subscribed I	before me, this		day of	: 	,	20					
(Personalized Seal)							(Notary Public's Signature)					

## MAIL APPLICATION FOR DEATH RECORD

Copies of death certificates for deaths that occurred within the past 25 years can be requested only by immediate family members of the person whose name is on the certificate. See Section 181.1(13) of the Texas Administrative Code for who qualifies as an immediate family member. An immediate family member is the decedent's child, spouse, parent, sibling, or grandparent.

Applicants who are not immediate family members must provide legal documentation (such as an insurance policy listing the applicant as the beneficiary) that documents a direct, tangible interest in the death certificate.

The applicant must include a photocopy of his or her valid photo ID issued by a governmental entity. See Section 181.28 of the Texas Administrative Code for a complete list of acceptable forms of identification. You also can see VSS's page on acceptable identification in English (http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/) and Spanish (http:// www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/).

Applications for death certificates cannot be processed without a copy of a photo ID or alternate IDs and the signature of the applicant.

<u>Verification Letter</u> - A verification letter will include the decedent's name, the date of death, and the county where the death occurred. Verification letters are available for deaths that have occurred since 1903. Verification letters are not considered legal substitutes for certified copies of death certificates. The VSS strongly recommends that applicants ensure a verification will satisfy its intended use.

#### If a record is not on file, our office will issue a "not found" letter.

### **Customer Checklist**

- □ Complete steps 1, 2, and 3 of the application. Please type or print clearly.
- □ Complete step 4 of the application and have it notarized, if requesting a birth certificate.
- $\Box$  Sign and date the application.
- □ Make sure the application is original and not a photocopy and there are no cross-outs or white-out.
- □ Enclose a copy of a current driver's license, passport or state identification. See complete ID list on our website.

□ Enclose appropriate fees. Make CASHIERS checks or money orders payable to:

(NO PERSONAL CHECKS)

Jackie Ensey, Stephens County Clerk 200 West Walker Street Suite 116 Breckenridge, TX 76424