

Death Certificates			
Type	Cost X	# of copies=	Total
Certified Copy (1 copy)	\$21		
Additional Copies	\$4		
			Total

OFFICE USE ONLY		<input type="checkbox"/> CHECK	<input type="checkbox"/> MONEY ORDER
REMITTANCE NO.	_____	CERT. #	_____
DATE	_____	AMOUNT \$	_____
DOCUMENT CONTROL #	_____		

MAIL APPLICATION FOR DEATH RECORD

PLEASE PRINT CLEARLY.

INCLUDE A COPY OF YOUR (APPLICANT) VALID ID WHEN SENDING IN THE REQUEST. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. SEE INSTRUCTIONS ON BACK.

Step 1: YOUR INFORMATION AND SHIPPING ADDRESS (PLEASE PRINT)

Your Name (First, Middle, Last Name):			
Street Address:	City:	State:	Zip Code:
Email Address:		Daytime Phone Number:	
Your relationship to Person named on Certificate (Check One):			
<input type="checkbox"/> Grandparent	<input type="checkbox"/> Funeral Home	<input type="checkbox"/> Child	<input type="checkbox"/> Spouse
<input type="checkbox"/> Other:		<input type="checkbox"/> Parent	<input type="checkbox"/> Sibling
<input type="checkbox"/> I authorize mailing to the address below instead of my mailing address listed above.			
Name:			
Address to Send to if different than noted above:	City:	State:	Zip Code:
Reason for Request:			
<input type="checkbox"/> Records	<input type="checkbox"/> Estate	<input type="checkbox"/> Insurance	<input type="checkbox"/> Other:

Step 2: INFORMATION FOR PERSON NAMED ON DEATH RECORD (Must be completed to Identify Record Requested)

FULL NAME ON RECORD:	First Name	Middle Name	Last Name
DATE OF DEATH:	Month	Day	Year
SEX:		DATE OF BIRTH:	Month
		Day	Year
	SOCIAL SECURITY 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)

AFFIDAVIT OF PERSONAL KNOWLEDGE

PART III. THIS SECTION MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.

STATE OF _____

COUNTY OF _____

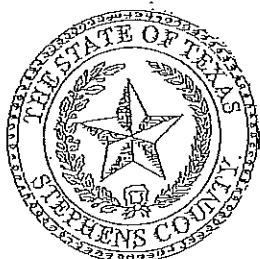
Before me on this day appeared _____ (Name)

now residing at _____ (Address) _____ (City) _____ (State)

who is related to the person named on Part 1 as _____ (Relationship) and who on oath deposes and says the contents of this affidavit are true and correct.

Signature _____

Sworn to and subscribed before me, this _____ day of _____, 20_____.



Signature of Notary Public
Commission Expires
Typed or Printed Name
Street Address
City, State and Zip

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-\(Spanish\)/](http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-(Spanish)/)).

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

Verification Letter - 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 death certificate.
- 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 checks or money orders payable to**

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