

# Application to Local Registrar for Copy of Death Record

**PLEASE COMPLETE FORM AND ENCLOSE FEE**

FEE: \$10.00 per copy or No Record Certification. Please do not send cash or stamps.

**PLEASE PRINT OR TYPE**

Name of Deceased			Date of Death or Period to be Covered by Search		
First	Middle	Last			
Name of Father of Deceased			Social Security Number of Deceased		
First	Middle	Last			
Maiden Name of Mother of Deceased			Date of Birth of Deceased		Age at Death
First	Middle	Last	Month	Day	Year
Place of Death					
Name of Hospital or Street Address			Village, Town or City		County
Purpose for Which Record is Required					
What was your relationship to the deceased? _____					
In what capacity are you acting? _____					
If attorney, name and relationship of your client to deceased _____					
Signature of Applicant _____			Date _____		
Address of Applicant _____					

**COMPLETE FOR DEATHS OCCURRING AS OF JANUARY 1, 1988**

\_\_\_\_\_ Number of copies requested with confidential cause of death  
\_\_\_\_\_ Number of copies requested without confidential cause of death

**PLEASE PRINT NAME AND ADDRESS WHERE RECORD SHOULD BE SENT**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

# VILLAGE OF NEW BERLIN

13 South Main Street, PO Box 280  
New Berlin, NY 13411  
(607) 847-6389 Fax: (607) 847-9865

# FAX

<b>To:</b>	<b>From:</b> Kelly Anderson
<b>Fax:</b>	<b>Pages:</b>
<b>Phone:</b>	<b>Date:</b>

## Instructions to applicant for copy of Death Record

1. Complete DOH-294A Application
2. Enclose acceptable legal right or claim. This is established on the basis of documentation demonstrating that the requestor has a legal need requiring a copy of the death certificate. (Examples)
  - Letter from the bank to the surviving joint account owner, requesting proof of the death or deceased account owner.
  - Letters Testamentary from a person claiming to be the executor or executrix of the estate
  - Insurance policy showing that the requestor is a beneficiary.
3. Enclose a check or money order for \$10 per copy, made out to the Village of New Berlin
4. Mail to: Village of New Berlin, PO Box 280, New Berlin, NY 13411

## A certified copy of a death certificate may be issued

1. To a person with a NYS Court Order issued on a showing of necessity
  2. To the spouse, parent or child of the deceased
  3. To the lawful representative of the spouse, parent or child of the deceased
  4. To a person requiring the record for a documented legal right or claim
  5. To a person requiring the record for a documented medical need
  6. To a municipal, state, or federal agency when needed for official purposes.
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