



**VILLAGE OF PHOENIX**  
**455 Main Street**  
**Phoenix, NY 13135**

**Application to Local Registrar  
 For Copy of Death Record**

Applicant should bring or mail the completed application to the Village of Phoenix Clerk's Office for a Copy of Death Record form, with proper identification (see attached instructions for additional information). **Required ID and documents must be submitted with application.** Fee: \$15.00 per copy. Make check or money order payable to Village of Phoenix. Please do not send cash or stamps. Enclose photocopy of required documents and a self-addressed, stamped envelope and fee.

Certificate Information			
<b>Name of Deceased:</b>			<b>SS# of Deceased:</b>
<i>Last:</i>	<i>First:</i>	<i>M.I.:</i>	- - - - -

<b>Date of Death or Period to be Covered by Search:</b>	<b>Birth Date of Deceased:</b>	<b>Age at Death:</b>
MM/DD/YYYY	MM/DD/YYYY	

<b>Birth Name of Father/ Parent of Deceased:</b>			<b>Death Certificate No.: (if known)</b>
<i>Last:</i>	<i>First:</i>	<i>M.I.:</i>	

<b>Birth Name of Mother/ Parent of Deceased:</b>			<b>Local Registration No.: (if known)</b>
<i>Last:</i>	<i>First:</i>	<i>M.I.:</i>	

<b>Place of Birth: Name of Hospital or Street Address:</b>	
<i>Village, Town or City:</i>	<i>County:</i>

<b>Purpose for Which Record is Required:</b>

Certificate Information	
<b>What was your relationship to person whose record is required?</b>	<b>In What capacity are you acting?</b>

**Submit documentation of lawful right or claim if you are not the spouse, parent or child of the deceased.**  
**If attorney, give name and relationship of your client to person whose record is required:**

<b>Signature of Applicant:</b>	<b>Date:</b>

<b>Name and Address of Applicant:</b>	<b>Address where Record Should Be Sent:</b> (If delivery is to a P.O. Box or third party, you must submit with this application a <b>notarized</b> statement signed by the applicant and a copy of the applicant's driver's license.)

<b>Telephone No. of Applicant:</b>	<b>No. of Copies Requested:</b>	<b>Amount Enclosed:</b>
( ) - - - - -	<input type="checkbox"/> With Cause of Death <input type="checkbox"/> Without Cause of Death	



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## **DEATH CERTIFICATES**

The Village of Phoenix Clerk's Office maintains death records for individuals who passed away at home in The Village of Phoenix.

The only individuals eligible to obtain a death certificate include:

- The surviving spouse of the decedent.
- A parent of the decedent.
- A child or sibling of the decedent. In addition to the photo ID requirement listed below, a child or sibling of the decedent must also include a copy of his/her birth certificate that lists the parent(s).
- An individual with notarized authorization from a person who is entitled to the certificate. If the applicant has notarized authorization to obtain the record on behalf of an eligible individual, the original notarized statement must accompany the request or the statement may be faxed to The Village of Phoenix at (315) 695-3311.  
(Please refer to Forms and Applications for Notarized Authorization for a Third-Party to obtain a Death Certificate Form).
- Other individuals who have a :
  - Documented lawful right or claim. An example of a lawful right or claim would be if an applicant needed the death certificate to claim a benefit. Documentation would consist of a letter from the agency addressed to the applicant stating the requirement of a certified death certificate to process the claim. The certificate will be sent directly to the agency or company that requires the document. Please provide the address and name of the person.
  - New York State Court Order.
- If the applicant's last name on the ID differs from the decedent's name or from the applicant's birth name, please provide a copy of the applicant's marriage certificate, legal name change paperwork, citizenship paper or naturalization paper.

### **Identification Requirements: Applications must be submitted with a copy of the following forms of valid photo ID:**

- Driver's license
- DMV issued non-driver photo ID card
- Passport
- US Military ID
- Employee ID with a recent pay stub
- Two (2) utility or telephone bills dated within the last six (6) months.

### **ANY REQUESTS FOR A CERTIFICATE TO BE MAILED TO A POST OFFICE BOX OR TO A THIRD PARTY MUST BE NOTARIZED.**

Fee: \$15.00 per certified copy requested. Payment may be made by check or money order payable to Village of Phoenix through the mail or via cash or check in the office.

### **ALL SELF-ADDRESSED, STAMPED OVERNIGHT ENVELOPES MUST BE FROM THE UNITED STATES POSTAL SERVICE ONLY.**