

WISCONSIN DEATH CERTIFICATE APPLICATION
 (for Mail or In-Person Requests)

TYPE or PRINT.

PENALTIES: Any person who willfully and knowingly makes a false application for a death certificate is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1)]. Any person who willfully and knowingly obtains a death certificate for fraudulent purposes is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1), Wis. Stats.].

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| I. APPLICANT INFORMATION | The information in Section I is about the person completing this application. | | | | | |
| | YOUR CURRENT NAME - First Middle Last | | | | YOUR DAYTIME TELEPHONE NO. () | |
| | YOUR STREET ADDRESS (CANNOT be a P.O. Box address) Apt. No. | | | MAIL TO ADDRESS (if different) Apt. No. | | |
| | City, Village, or Township | | State | ZIP Code | City State ZIP Code | |
| TYPE OF CURRENT VALID PHOTO ID (See item 4 on page 2.) | | PHOTO ID NUMBER | | STATE OF ISSUANCE (Indicate country, if not issued in U.S.A.) | | EXPIRATION DATE |

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| II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE | According to Wisconsin Statute, a CERTIFIED copy of a death certificate is only available to those with a "direct and tangible interest" (categories A – D below.) You may select to receive an uncertified copy if you just need a copy for informational purposes OR if you do not meet the criteria for categories A – D. In that case, you may check category E below. (See item 1 on page 2 for more details.) | | | | | |
| | Check one box which indicates YOUR RELATIONSHIP to one of the PERSONS NAMED on the death certificate. | | | | | |
| <input type="checkbox"/> A. I am a member of the immediate family of the PERSON NAMED on the death certificate. (Only those listed below qualify as immediate family. NOTE: Grandchildren, step-parents, and step-children may only obtain certified copies as B – D.) CHECK ONE. <input type="checkbox"/> Parent (whose name is on the birth certificate and whose parental rights have <u>not</u> been terminated) <input type="checkbox"/> Current Spouse <input type="checkbox"/> Brother/Sister <input type="checkbox"/> Grandparent <input type="checkbox"/> Child <input type="checkbox"/> Current Domestic Partner (registered in the Wis. Vital Records System) | | | | | | |
| <input type="checkbox"/> B. I am the legal custodian or guardian of the PERSON NAMED on the death certificate. (Legal proof is required. See item 1 on page 2.) | | | | | | |
| <input type="checkbox"/> C. I am a representative authorized , in writing, by any of the aforementioned (categories A and B). (The written, NOTARIZED authorization must accompany this application. See item 1 on page 2.) Specify whom you represent: _____ | | | | | | |
| <input type="checkbox"/> D. I can demonstrate that the information from the death certificate is necessary for the determination or protection of a personal or property right for myself/my client/my agency. (Legal proof is required.) Specify interest: _____ | | | | | | |
| <input type="checkbox"/> E. Uncertified copy (information purposes only; not valid for legal purposes) – Persons not in categories A – D above OR who do not need a copy for legal purposes. (See item 1 on page 2.) | | | | | | |
| PURPOSE FOR WHICH CERTIFICATE IS REQUESTED (Specify. This information will assist us in processing your request.) | | | | | | |

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| III. FEES | FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED. | | | | | |
| | SEARCH FEE (The search fee includes one copy of the death certificate, if found.) \$ 20.00 <u>\$20.00</u> | | | | | |
| | <input type="checkbox"/> Proof of Death (aka "fact of death") (sufficient for most financial transactions) | | | | | |
| | OR <input type="checkbox"/> Proof and Cause of Death (aka "extended fact of death") (for insurance benefit claims) * | | | | | |
| EACH ADDITIONAL COPY (issued at the same time as the first copy) | | | | | | |
| <input type="checkbox"/> Proof of Death X \$ 3.00 _____ Number of Copies | | | | | | |
| <input type="checkbox"/> Proof and Cause of Death X \$ 3.00 _____ Number of Copies | | | | | | |
| * For deaths that occurred before 2003, the applicant will automatically receive proof and cause of death unless specified otherwise. TOTAL _____ | | | | | | |

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| Make check or money order payable to: STATE OF WIS. VITAL RECORDS | Mail your application materials and fee to: STATE VITAL RECORDS OFFICE / PO BOX 309 / MADISON, WI 53701-0309 Be sure to include (1) completed form, (2) acceptable identification, (3) any additional proof or authorization required, (4) self-addressed, business-size envelope, and (5) check or money order. |
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| DEATH RECORD INFORMATION | FULL NAME OF DECEDENT (First / Middle / Last) | | | DECEDENT'S DATE OF DEATH (Month / Day / Year) | | |
| | PLACE OF DEATH – City, Village, or Township | | PLACE OF DEATH - County | DECEDENT'S SOCIAL SECURITY NUMBER * | | |
| | DECEDENT'S AGE / BIRTHDATE * | DECEDENT'S OCCUPATION * | | NAME OF DECEDENT'S SPOUSE * | | |
| | NAME OF DECEDENT'S MOTHER * (First / Middle / BIRTH Last Name) | | | NAME OF DECEDENT'S FATHER * (First / Middle / BIRTH Last Name) | | |

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| I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested death certificate in accordance with the categories listed above. | |
| SIGNATURE - Applicant (Person Completing Application) | Date Signed (Month / Day / Year) |

1. What is the difference between a “certified” and an “uncertified” copy of a death certificate?

A **certified** copy of a death certificate issued by the State Vital Records Office will have a raised seal, will show the signature of the State Registrar, and will be printed on security paper. A certified copy may be required to settle an estate or to claim insurance benefits.

State law restricts who may obtain a **certified** copy of a death certificate. A **certified** copy can only be issued to those people with a “direct and tangible interest” (section II, categories A – D) which means the following people:

- An immediate family member, defined as current spouse, current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wisconsin Statute), child, or parent (whose name is on the decedent’s birth certificate and whose parental rights have not been terminated), brother/sister, or grandparent of a subject of the record (section II, category A). NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as B – D.
- The legal custodian or guardian of the person named on the death certificate. Legal proof, e.g., a court order of custody or guardianship, is required (section II, category B).
- A person authorized in writing by one of the above. Written authorization with NOTARIZED signatures must accompany the application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category C).
- A person who can demonstrate that the death certificate is required to determine or to protect a personal or property right (section II, category D). Legal proof is required.

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a death certificate.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as claiming insurance benefits (section II, category E).

- For pre-2003 death certificates, an **uncertified** copy of a death certificate will contain the same information as a certified copy.
- For death certificates starting in 2003, only persons named in categories A – D on the previous page may have access to information which includes proof and cause of death.

| | PRE-2003 DEATH CERTIFICATES | 2003 AND POST-2003 DEATH CERTIFICATES |
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| CERTIFIED COPY (A certified copy has a raised seal, will show the signature of the State Registrar, and will be printed on security paper. It can be used for legal purposes, such as settling an estate or claiming insurance benefits.) | <u>TYPE OF CERTIFICATE AVAILABLE</u> Proof and cause of death <u>APPLICANT CATEGORY</u> Must have a “direct and tangible interest” (categories A – D) | <u>TYPE OF CERTIFICATE AVAILABLE</u> Proof of Death Proof and cause of death <u>APPLICANT CATEGORY</u> Must have a “direct and tangible interest” (categories A – D) |
| UNCERTIFIED COPY (An uncertified copy is for informational purposes only; It CANNOT be used for legal purposes.) | <u>TYPE OF CERTIFICATE AVAILABLE</u> Proof and cause of death <u>APPLICANT CATEGORY</u> Anyone (category E) | <u>TYPE OF CERTIFICATE AVAILABLE</u> Proof of death <u>APPLICANT CATEGORY</u> Anyone (category E) |

3. How long will it take to process my request?

Copies of death certificates are available from the State Vital Records Office no less than 3 weeks from the date of the death.

• **Applying in Person**

In-person requests for **certified** copies of death certificates are usually completed within 2 business hours of application, if the death certificate is on file.

In-person requests for **uncertified** copies of death certificates are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 6 months to complete.

• **Applying by Mail**

Requests for **certified** copies of death certificates may take up to 1 month to complete.

Requests for **uncertified** copies of death certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 6 months to complete.

3. How will the certificate be sent?

Death certificates will be mailed in 1 of 3 ways:

- a self-addressed, stamped envelope provided by the applicant
- a pre-paid carrier envelope provided by the applicant (e.g., express carriers)
- first-class mail

NOTE: It is illegal to FAX death certificates.

4. What identification is required when applying for a certified or uncertified copy of a death certificate?

A current valid photo ID, such as a driver’s license, containing a picture, a current address, and an expiration date is required when applying in person. A photocopy of the applicant’s current valid photo ID must accompany all mail applications.

**If you have questions regarding this form, please call 608-266-1373
or visit our website at <http://www.dhs.wisconsin.gov/vitalrecords>**