

## INSTRUCTIONS FOR ORDERING A DEATH RECORD

1. **Print, Fill out completely, and Sign application. (see below for who can order)**
2. **Provide proof of Identity (see acceptable methods below)**
3. **Enclose cashier's check or money order (see Fees below)**
4. **Enclose a stamped self-addressed return envelope.**  
(enclose a pre-paid envelope from express mail/UPS/FEDEX etc. for expedited service. We do not track mail once it leaves our office - keep all tracking info)
5. **Mail application, I.D., payment, and return envelope to Cascade County Clerk and Recorder, 121 4<sup>th</sup> St N, Suite 1B1 Great Falls, MT 59401**

### PLEASE READ THESE INSTRUCTIONS CAREFULLY WHO CAN ORDER A DEATH CERTIFICATE

Complete copies of a certified death certificate will be issued to anyone who submits a completed application, establishes their identity, and lists the reason for needing the copy. If a death certificate lists the cause of death as "pending autopsy" or "pending investigation", a certified copy which has the cause of death information removed will be issued

### IDENTIFICATION IS REQUIRED

- The person signing the request must provide an enlarged legible photocopy of both sides of their valid driver's license or other legal picture identification with a signature, or the requestor must have the application notarized.
- If a picture ID with a signature is not available, two other forms of identification are required; one **MUST** have a signature.
- If you have no identification and an authorized family member cannot send an application for you, then you may send a notarized Montana Office of Vital Statistics Statement to Identify form filled out by a witness who has known you for more than 2 years who can attest to your identity. (see link on previous page to download this form if needed)

#### SUGGESTED IDENTIFICATION

<u>Picture ID with Signature</u>	<u>OR</u> ANY TWO Forms of ID Listed Below (One MUST have a signature)	<u>OR</u>
Photocopy of:  Driver's License State ID Card Passport Tribal ID Card Military ID Card (w/ signature)	OR Photocopies of 2 of the below- one with signature:  Social Security Card      Fishing License Pay Stub                              Insurance Record US Military DD-214              Traffic/Pawn Ticket Utility Bill with a current address      Doctor/Medical Record Court Record                              Library Card Voter Registration Card              Year Book School ID Card                              Credit/Debit/ATM Card Car Registration/Insurance              Work ID Card	OR : Have the application Notarized (original application only not faxed or photocopied) OR: Have someone who has known you for more than 2 years fill out a Notarized Montana Office of Vital Statistics Statement to Identify Certified Birth or Death Certificate Applicant Form (original only, not a photocopy or faxed copy) along with the application filled out by you.

**FEE: (All fees must be U.S. funds)**

**Money Order or Cashier's Check Only**, NO personal checks or cash accepted. Make payable to Cascade County Clerk and Recorder, and make sure you sign it. (If you come into our office in person, cash is acceptable.) Credit/debit cards not accepted.

**Certified copies of a Death Certificate:**

Cost is **\$3.00** for each copy. (non-refundable) You do not need to send separate money orders for multiple requests in one envelope.

**Informational copies of a Death Certificate:**

Cost is **\$2.00** each **Not certified** (for informational /genealogy purposes only and cannot be used for any legal purpose) may be issued to anyone, as long as the birth occurred at least **30 years prior** to the date of application. If you do not know the year of birth we charge .50 cents per year to search for the record. (non-refundable)

**MAIL :** Most requests are processed within 2 working days of receipt. You **may** wish to send your request by an express mail (eg. UPS, FEDEX, USPS EXPRESS), along with a **pre-paid** self addressed return express mail envelope to speed up the mailing process. You are responsible for tracking your mail before we receive it *and* after it leaves our office. Certificates can only be mailed to the authorized applicant. **We do not guarantee any return times.**

**IMPORTANT:** If the identification requirement is not met or if the application is incomplete, your request will be returned and significant delays in processing your order will occur.

**PLEASE READ THESE INSTRUCTIONS CAREFULLY**

**WHO CAN ORDER A DEATH CERTIFICATE?**

Complete copies of a certified death certificate will be issued to anyone who submits a completed application, establishes their identity, and lists the reason for needing the copy. If a death certificate lists the cause of death as "pending autopsy" or "pending investigation", a certified copy which has the cause of death information removed will be issued.

**IDENTIFICATION IS REQUIRED**

The person signing the request must provide an enlarged legible photocopy of both sides of their valid driver's license or other legal picture identification with a signature or the requestor must have this application notarized.

**Suggested Identification**

Picture ID with a Signature	OR Two Forms of ID – One MUST have a Signature	OR
<ul style="list-style-type: none"> <li>• Driver's License</li> <li>• State ID Card</li> <li>• Passport</li> <li>• Military ID Card</li> <li>• Tribal</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• Work ID Card</li> <li>• Car registration/Insurance</li> <li>• Doctor/Medical record</li> <li>• Fishing License</li> <li>• US Military DD 214</li> <li>• Utility Bill with a current address</li> <li>• Voter Registration Card</li> <li>• Credit/Debit/ATM Card</li> <li>• School ID Card</li> <li>• Library Card</li> <li>• Insurance Record</li> <li>• Pay Stub</li> <li>• Traffic/ Pawn ticket</li> <li>• Court record</li> <li>• Year Book</li> </ul>	<ul style="list-style-type: none"> <li>• Notarized Montana Office of Vital Statistics Statement to Identify certified Birth or Death Certificate Applicant form (you must provide the original letter, not a photocopy or faxed copy)</li> <li>• Have an authorized family member that has an ID order the certificate</li> </ul>

If a picture ID with a signature is not available, two other forms of identification are required; one **MUST** have a signature. Please include photocopies of **both sides** of the ID when mailing your request

**IMPORTANT: If the identification requirement is NOT met or if the application is incomplete, your request will be returned and significant delays in processing your order may occur.**

**FEE (All fees must be U.S. funds)**

- **CERTIFIED COPIES OF A DEATH CERTIFICATE** cost \$3.00 for each copy (Money Order or Cashiers Check only)
- **INFORMATIONAL COPIES OF A DEATH CERTIFICATE** cost is \$2.00 for each copy (Money Order or Cashiers Check only)

Please make money orders or cashiers checks payable to: Cascade County Clerk & Recorder

**Please complete the following information.**

Decedent's Name: \_\_\_\_\_

Date of Death (We need a date to begin searching if date is unknown): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Death: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Reason record is needed \_\_\_\_\_

Number of Copies \_\_\_\_\_ Type of record needed?  Certified  Not

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Notary** (For use if needed)

**Verification of Signer's ID Is Mandatory**

State of \_\_\_\_\_  
 County of \_\_\_\_\_

This record was signed and sworn to (or affirmed) before me on \_\_\_\_\_ by \_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Name of Signer)

\_\_\_\_\_  
 (Notary's Signature)

[Official Stamp]

**Official Use Only**

Date \_\_\_\_\_

Rec# \_\_\_\_\_

Amount \_\_\_\_\_

Cert # \_\_\_\_\_

Ser # \_\_\_\_\_

Comment \_\_\_\_\_