|  |
| --- |
| BOH logo.jpg**DEATH FILING REQUEST** |
| **FUNERAL HOMES 🞟 MORTUARIES 🞟 CREMATORIES** |
| * Please review your certificates for accuracy. Errors may increase processing time.
* Ensure ALL areas on the certificate are complete
* Complete one request form per filing before presenting.
* PERMITS MUST BE FILED WITH THE CERTIFICATES FOR ALL CREMATIONS, BODY DONATIONS and REMOVALS

|  |
| --- |
| **Common errors or overlooked items. Errors or incomplete items may delay your filing(s).** |
| * **Autopsy findings left blank**
* **Residing in city limits (7g) left blank**
 | * **Armed Forces member left blank (8)**
* **Mother’s name prior to marriage (12) left blank**
 |

 |
| Funeral Home Name  |  | Date Requested |  |
| Mailing Address |  |  |
| City |  | State |  | Zip |  |  |
| Requestor Email |  | Fax |  | Phone |  |
|  |
| **Death Filing Request** |
| Decedent’s full name |  | Date of death |  |
| Place of Death |  |  | *mm/dd/yyyy* |
|  |  |  |  |
| **Number of paid copies** |  | **1st copy @ $25.00** |  | **$5.00 each additional copy at same time.** |
| VA copy? ❑ Yes ❑ No | Please present payment at time of request filing. |
| **DROPPING OFF?** | **❑ Yes** | **❑ No** |  | **RETURN via MAIL?** | **❑ Yes** | **❑ No** |
| **Same day filing available if correctly submitted prior to 3:00 p.m.****All requests received after 3:00 p.m. will be processed the next business day.****DEATH CERTIFICATE FILING BUSINESS HOURS: 8:00 a.m. – 4:00 p.m.** |
| *Vital Records Office Use Only* |  |  |  |  |
| PAYMENT | Cash |  | Credit/Debit |  | Check # |  |  |
| Receipt No. |  |  | Prepared by |  |  |  |
| *Payment is required at time of receipt.* |

Fee Schedule for One Filing with Certificate Copies

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | - | $25 | 4 | - | $40 | 7 | - | $55 | 10 | - | $70 | 13 | - | $85 | 16 | - | $100 |
| 2 | - | $30 | 5 | - | $45 | 8 | - | $60 | 11 | - | $75 | 14 | - | $90 | 17 | - | $105 |
| 3 | - | $35 | 6 | - | $50 | 9 | - | $65 | 12 | - | $80 | 25 | - | $95 | 18 | - | $110 |