

INSTRUCTIONS TO OBTAIN A DEATH CERTIFICATE

ID REQUIREMENT (MUST HAVE WRITTEN SIGNATURE ON ID)

ONE (1) PHOTOCOPY FROM THE LIST BELOW: (ID CANNOT BE EXPIRED)

- Driver's License
- State ID Card
- Military ID
- Passport

ID MUST BE OF PERSON SIGNING THE APPLICATION

DEATH CERTIFICATES MAY BE OBTAINED BY:

- Parents
- Spouse
- Children over 18 years old
- Grandparents
- Siblings
- Direct descendents (certificate may not have social security number or cause of death)
- Non-relatives with legal purpose (certificate may not have social security number or cause of death)

FEE:

\$10.00 PER COPY – Cash, money order or cashier's check (made out to Vigo County Health Dept)

(NO PERSONAL CHECKS OR CREDIT/DEBIT CARDS)

In person – Application Hours:

8:15 am until 3:15 pm (Monday thru Friday, closed holidays).

By mail: Application, ID, self-addressed stamped envelope and fee to:

Vigo County Health Department
Vital Statistics
171 Oak Street
Terre Haute, IN 47807

If you have questions, please call Vital Statistics at (812) 462-3442.

APPLICATION FOR SEARCH AND CERTIFIED COPY OF DEATH RECORD

Vigo County Health Department

_____ RECEIVED
_____ COST
_____ CHANGE
_____ INITIALS
_____ RECEIPT NUMBER

VOL _____
PAGE _____
COPIES _____

DO NOT WRITE ABOVE THIS LINE

WARNING: False application, altering, mutilating, or counterfeiting Indiana death certificates is a CRIMINAL OFFENSE under IC 16-1-19-6. In accordance with Indiana Code 16-37-1-8, the following information is required to obtain a certified copy of any vital record.

Please read this application thoroughly and complete all items.
A search or inspection fee will be charged.

Name of Deceased: _____

Date of Death: _____

Place of Death: _____
City County State

Your relationship to person whose record you are requesting: _____

Purpose for which record is to be used: _____

Your name (please print): _____

Your signature: _____

Phone number: _____

Address: _____
Street City State Zip