



## WHITE COUNTY HEALTH DEPARTMENT • VITAL RECORDS

902 FOXWOOD COURT • P.O. BOX 838 • MONTICELLO, IN. 47960

PHONE (574) 583-8254 • FAX (574) 583-1513

healthdept2@whitecountyindiana.us • www.in.gov/localhealth/whitecounty/

### APPLICATION FOR CERTIFIED DEATH CERTIFICATE

**Attention:** *To obtain a Certified Death Certificate, you must show you have direct interest in the record and need the record to determine personal or property rights (I.C. 16-37-1-8).*

COMPLETE ALL INFORMATION BELOW:

**\$15.00/copy**    Number of Copies: \_\_\_\_\_

Name of Deceased \_\_\_\_\_

Date of Death \_\_\_\_\_ Place of Death \_\_\_\_\_

Reason for requesting the record \_\_\_\_\_

Your name \_\_\_\_\_ Relationship \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

VALID IDENTIFICATION REQUIRED – Send a photocopy of the applicant's driver's license, government issued photo ID, passport or military ID.

Cash, personal check, cashier's check & money order accepted.

**Payable to: White County Health Department**

Credit/debit card payments can be taken over the phone at (574) 583-8254.

*(WCHD is not responsible for cash payments sent by mail.)*

Mail the completed application, any required documentation, photocopy of a valid ID & payment to:

**WHITE COUNTY HEALTH DEPARTMENT**

**P.O. BOX 838**

**MONTICELLO, IN. 47960**



## WHITE COUNTY HEALTH DEPARTMENT • VITAL RECORDS

902 FOXWOOD COURT • P.O. BOX 838 • MONTICELLO, IN. 47960

PHONE (574) 583-8254 • FAX (574) 583-1513

healthdept2@whitecountyindiana.us • www.in.gov/localhealth/whitecounty

Certified death certificates will be sent out by mail after the completed application, photocopy of a valid state/government issued ID & payment have been received. Death certificates will be mailed to the address provided on the application.

If the applicant is **not** directly listed on the death record (surviving spouse, parent(s), or informant), additional documentation will be required to obtain the record.

### **Relationship to the record:**

I am the Mother of the deceased – provide a valid photo ID

I am the Father of the deceased – provide a valid photo ID

I am the Grandparent – provide a valid photo ID & birth certificate of **your** child (one of the parents listed on the requested death record)

I am the Brother / Sister – provide a valid photo ID & **your** birth certificate

I am the Son / Daughter – provide a valid photo ID & **your** birth certificate

I am the Surviving Husband / Wife – provide a valid photo ID

I am the Parent / Guardian of a Surviving Child (under 18) – provide a valid photo ID & child's birth certificate and/or court paperwork showing the legal relationship with the deceased.

I am the Executor – provide a valid photo ID & legal documents showing proof of position

I am an Attorney / Business – provide a valid photo ID, proof of position & proof of legal relationship with the deceased.

Additional information on obtaining Vital Records outside of the relationships listed above can be found here: <https://www.in.gov/health/vital-records/death-information/who-can-obtain-a-death-certificate/>

**Questions may be directed to the White County Vital Records Registrar at:  
(574) 583-4025 or healthdept2@whitecountyindiana.us**