MIDDLETOWN HEALTH DEPARTMENT
Vital Statistics
245 deKoven Drive
Middletown, CT 06457
860-638-4960

www.MiddletownCT.gov

By_____

REQUEST FOR A CERTIFIED COPY OF A DEATH CERTIFICATE

PLEASE PRINT **Today's Date**_____

Full Name of Deceased: (First, Middle, Last)		**Date of Death:** (Month/Day/Year)
Town of Death:	**Date of Birth:** (Month/Day/Year)	**Place of Birth:** (Town, State or Country)
Father's Name:	**Mother's Name:**	**If Married, Spouse's Name:**

The fee for a certified copy of a Death Certificate is $20 per copy
Forms of payment accepted: cash, check or money order made payable to: Middletown Health Department.

# of Copies Requested: _____ Amount Enclosed: $_____

Person Making This Request:

Name:_____
First Middle Last

Address:_____
Street Town/City State Zip

Telephone Number (_____) _____ E-Mail Address _____

Signature: **X**_____ Relationship To Deceased*_____

*Note: Per CT law (C.G.S. §7-51A), for deaths occurring on or after July 1, 1997, only the Funeral Director (up to 60 days after date of death), the surviving spouse or next of kin may obtain a copy of the death certificate with the decedent's Social Security number listed on the death certificate. All other requesters will receive a certified copy without the decedent's Social Security number.

If eligible, do you want the decedent's Social Security number on the copy of the certificate? ❑No ❑Yes**

**If "Yes," the spouse or next of kin must submit a copy of their ID and proof of relationship to the deceased. Requests submitted without ID and proof of relationship will not be processed and will be returned.

Examples of proof of relationship include a ***certified copy*** of a marriage certificate for a spouse, one's own birth certificate if a child of the deceased, the deceased's birth certificate if a parent of the deceased, both the deceased and your birth certificates if a sibling.

One Time Fee Waiver For A Copy Of A Veteran's Death Certificate: Effective 10/1/2011, CT law (C.G.S. §7-74 (c)) allows the spouse, child or parent of a deceased veteran to obtain one (1) free copy of the deceased's death certificate provided the requester presents a copy of their valid government issued photo I.D. and proof of their relationship to the deceased. The veteran status must be indicated on the death certificate.

Are you requesting the one time waiver of the $20 fee and enclosing required documentation? ❑No ❑Yes

For mail requests send completed request form to the above address along with a self-addressed, stamped envelope, payment, and any proof of relationship required as explained above.

Revised 9/1/2023

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