

# APPLICATION FOR CERTIFIED COPY OF DEATH RECORD

## DO NOT Complete This Application Before Reading the Instructions on Page 3

In an attempt to stop the illegal use of vital records, and as part of statewide efforts to reduce identity theft, a new law (effective July 1, 2003) changed the way certified copies of death certificates are issued. **Certified Copies** to establish the identity of a registrant can be issued only to authorized individuals, as indicated below. All others will be issued **Certified Informational Copies** that are not valid to establish identity.

Fee: \$21 per copy (payable to the Yuba County Clerk).

**Please indicate the type of certified copy you are requesting:**

<input type="checkbox"/> I would like a Certified Copy. This copy will establish the identity of the registrant. (To receive a Certified Copy you <b>MUST INDICATE YOUR RELATIONSHIP TO THE REGISTRANT</b> by selecting from the list below <b>AND COMPLETE THE ATTACHED SWORN STATEMENT</b> declaring that you are eligible to receive the Certified Copy. The Sworn Statement <b>MUST BE NOTARIZED</b> if the application is submitted by mail <b>unless you are a law enforcement or local or state government agency.</b> )	<input type="checkbox"/> I would like a <b>Certified Informational Copy</b> . This document will be printed with a legend on the face of the documents that states, <b>"INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."</b>  <div style="text-align: center;">(A Sworn Statement does not need to be provided.)</div>
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**NOTE: Both documents are certified copies of the original document on file with the Yuba County Clerk; however the informational copy contains an overlay indicating the document may not be used to establish identity.**

To receive a Certified Copy I am:

- A parent or legal guardian of the registrant (person listed on the certificate).
- A party entitled to receive the record as a result of a court order.
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (Companies representing a government agency must provide authorization from the government agency.)
- A child, grandparent, grandchild, brother or sister, spouse, or domestic partner of the registrant.
- An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate. (If you are requesting a Certified Copy under a power of attorney, please include a copy of the power or attorney with this application form.)
- Any agent or employee of a funeral establishment who acts within the course and scope of his or her employment and who orders certified copies of a death certificate on behalf of an individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code.

<b>APPLICANT INFORMATION</b> (PLEASE PRINT OR TYPE)		Today's Date: _____	
Printed Name and Signature of Person Completing Application		Purpose of Request	Area Code and Telephone ( )
Mailing Address – Number, Street		City	State ZIP Code
Name of Person Receiving Copies, if Different From Above		Number of Copies	Amount Enclosed
Mailing Address for Copies, If Different From Above		City	State ZIP Code

<b>DECEDENT INFORMATION</b> (PLEASE PRINT OR TYPE)			
Name of Decedent - <b>Last</b>		First	Middle Sex
City of Death	County of Death	Date of Birth – MM/DD/CCYY	State of Birth
Date of Death – MM/DD/CCYY (Or Period of Years to be Searched)			Social Security Number
<b>MAIDEN</b> Name– Mother/Parent	<b>FIRST</b> Name on Certificate – Mother/Parent	<b>MIDDLE</b> Name on Certificate – Mother/Parent	



## INSTRUCTIONS:

1. As of July 1, 2003, **ONLY**, individuals who are authorized by Health and Safe Code Section 103526 can obtain a Certified Copy of a Death Record (Page 1 identifies the individuals who are authorized to make the request) All others may receive a Certified Informational Copy which will be marked, "Informational, Not a Valid Document to Establish Identity."
2. Complete a separate application for each death record requested.
3. Complete the **Applicant Information** section on Page 1 and provide your signature where indicated. In the **Decedent Information** section, provide all the information you have available to identify the death record. If the information you furnish is incomplete or inaccurate, we may not be able to locate the record.
4. **SWORN STATEMENT:**
  - The authorized individual requesting the certified copy must sign the attached sworn Statement, declaring under penalty of perjury that they are eligible to receive the certified copy of the death record, and identify their relationship to the registrant – the relationship must be one of those identified on Page 1.
  - If the application is being submitted by mail, the Sworn Statement **must be** notarized by a Notary Public. (To find a Notary Public, see your local yellow pages or call your banking institution.) **Law enforcement and local and state governmental agencies are exempt from the notary requirement.**
  - You do not have to provide a Sworn Statement if you are requesting a Certified Informational Copy of the death record.
5. **PAYMENT:**
  - Submit \$21 for **each** copy requested.
  - If no death record is found, the \$21 fee will be retained for searching the record (as required by law) and a Certificate of No Public Record will be issued to the applicant.
  - Indicate the number of copies you want and include the correct fee(s) in the form of a money order made payable to the Yuba County Clerk. Mail this application with the fee(s) to the **Yuba County Clerk** at the address below.
6. **Return Mail Option:** Completed certificates are returned using the U.S. Postal Service. If you prefer priority return mail service, the following option is available.

**Prepaid Envelope:** You can include a self-addressed **prepaid** envelope from a priority mail courier (e.g., Fed Ex, U.S. Postal Express Overnight, etc.). (Most couriers do not deliver to a post office box.) If you choose this option include a separate return envelope for each application. Be sure to mail us the courier envelope as well as the mailing label. Fill in all information on the mailing label (include **your** name and address as the receiver **and shipper**). Write down the mailing label tracking number for your file – you'll need this tracking number if it's necessary to track the delivery through the mail courier. **Please do not include stamped #10 (standard size) mailing envelopes for us to return the certified copy in.**

The priority mail service applies **only to the return mail service**. It does not expedite our internal processing time.

Yuba County Clerk  
915 8<sup>th</sup> Street, Suite 107  
Marysville, CA 95901  
(530) 749-7851