

Fee: Money Order Payable to Town of North Hempstead - **\$10.00 per certified copy or No Record Certification**

Identification Requirements: Application *must* be submitted with copies of either A or B.

(Note: Copy of Passport required if request is made from a foreign country that requires a U.S. Passport for travel.)

A. One (1) of the following forms of valid **photo-ID**:

- Driver license
- Non-driver photo-ID card
- Passport
- U.S. Military photo-ID

Mail completed form to:
The Town of North Hempstead
200 Plandome Road
Manhasset, NY 11030
Attn: Office of the Registrar

Name of Deceased: _____ Social Security No. of Deceased: _____
First Middle Last

Date of Death or Period to be Covered by Search: (mm/dd/yyyy) _____ Date of Birth of Deceased: _____ Age at Death: _____
From To mm / dd / yyyy

Maiden Name of Mother of Deceased: _____ Death Certificate No.: (If known) _____
First Middle Maiden Last

Name of Father of Deceased: _____ Local Registration No.: (If known) _____
First Middle Last

Place of Death: _____
Name of Hospital or Street Address Village, town or city County

Number of Copies Requested: (For deaths occurring as of January 1, 1988 specify with or without confidential cause of death.)
Copies requested with confidential cause of death _____ Copies requested without confidential cause of death _____ Total number of copies requested _____

Purpose for which Record is Required: _____ What is your relationship to person whose record is required? _____

In what capacity are you acting? _____ If attorney, give name and relationship of your client to person whose record is required: _____

If you are not the parent or child of the deceased or the spouse of the deceased at the time of death, you must submit documentation of a lawful right or claim.

Signature of Applicant: _____ Date Signed: _____
Month Day Year

Address of Applicant: _____
(Applicant's Name)

(Street)

(City) (State) (Zip)

Telephone No.: () _____

FOR REGISTRAR'S USE ONLY
(Photocopy ID and attach to application form)

Type of ID:
 Driver License

Issuing state: _____

Expiration date: _____

Number: _____

Other ID, Specify

Number: _____

Type: _____

Number: _____

Type: _____

Obtaining a Copy of a Death Record

There are three (3) types of death documents permitted for issue by NYS Public Health Law.

They are:

- Certified Copy** A photographic reproduction of the actual death certificate
- Certified Transcript** A computer- generated or other reproduction of information abstracted from the actual death certificate
- Certification** A computer- generated or other reproduction of **only** the name of the person to whom the death relates, the date, place of death, and the filing date.

A **Certified Copy** or **Certified Transcript of death** can be issued to the spouse, parent or child of the deceased; to a lawful representative of the spouse, parent or child of the deceased; to a person requiring the record for legal right or claim; documented medical need, by NYS Court order or to a government agency when needed for an official purpose.

A **Certification** of death can be issued to the spouse, parent or child of the deceased; to a lawful representative of the spouse, parent or child of the deceased if and when there is only need for documentation of death.

Forward Mail Requests To:

Registrar - Town of North Hempstead
200 Plandome Road P. O. Box 3000
Manhasset, New York 11030

Include a Stamped, Self-addressed envelope with:

1. A \$10 Money Order for each copy ordered.
2. A Photo copy of the requestor's Identification. (State Motor Vehicle Driver's license, Non-Driver I D, Passport or other birth related I D)
3. Give name, date of death, relationship to the decedent and reason the death record is being requested.

Priority Handling

* In addition to the requirements above: Send request via FEDEX, USPS, UPS or other overnight carrier and include a pre-paid, self-addressed return envelope and applicable pick-up charges