



Cowlitz County Health and Human Services

PHONE: 360-414-5599 FAX: 360-425-7531

WEBSITE: www.co.cowlitz.wa.us/hhs

Main Campus: 1952 9th Avenue, Longview, WA 98632 askcowlitzhealth@cowlitzwa.gov
Environmental Health Unit: 207 4th Avenue North, Kelso, WA 98626 OMSepctic@cowlitzwa.gov

Certified Death Certificate Order Form

Instructions

Carefully read these instructions before submitting a completed Death Certificate Order Form. Chapter 70.58A RCW and Chapter 246-491 WAC require that all applicants meet the minimum qualifications and provide proof of identity, eligibility documentation and other required information before purchasing a certified death certificate.

What is the difference between the long form death certificate and the short form death certificate?

The long form death certificate contains cause and manner of death information and social security number of the decedent. This product might be needed to close out bank accounts or claim benefits such as life insurance policies.

The short form death certificate is a new product being offered only for deaths that were registered electronically starting January 1, 2018 to present. It does not contain cause and manner of death information or social security number of the decedent. This product might be needed for transferring titles (e.g. vehicles), real estate transactions, and probate cases.

Check with the agency or business where you will be using the certificate to know what information it must include prior to purchasing.

Step 1: Are you a qualified applicant? Qualified applicants are: spouse or domestic partner, child, parent, stepparent, stepchild, sibling, grandparent, grandchild, great grandparent, legal guardian, legal representative, authorized representative, next of kin (if no one else from this list is living), government agency or the courts if the death certificate is used for official duties.

YES, I am a qualified applicant → To prove you are a qualified applicant, you will need to provide documentation proving your qualifying relationship.

NO, I am not a qualified applicant → You are not eligible to purchase a certified death certificate. Instead, you can purchase a non-certified informational death certificate.

Step 2: Provide proof of identity. (View the list of [acceptable proofs of identity](#) or view the enclosed vital records document.)

- ONE government-issued identity document (must contain your photo, full name and date of birth) that is current or expired less than 60 days ago; **OR**
- AT LEAST TWO alternate documents from the alternate list if you do not have a government-issued identity document. The alternate documents must contain matching first and last names and addresses, or in combination must contain your full name, date of birth and photograph.

Step 3: Provide documents that connect you to the death certificate. (View the list of [acceptable proofs of eligibility](#) or view the enclosed vital records document.)

- **Your proof is met** if you are listed on the death certificate and picture ID sufficiently connects you to the certificate (i.e. spouse/domestic partner, parents).
- **You must provide additional documents** if you are not listed on the death certificate or your documents do not sufficiently connect you to the death certificate.

Step 4: Complete the enclosed Certified Death Certificate Order Form.

Step 5: Submit the completed Certified Death Certificate Order Form, documentation from Step 2 & Step 3 and your payment. We accept cash, check or money order and debit/credit. Make sure your check or money order is made payable to CCHHS.

Important Notes

Per Cowlitz County:

- Debit or credit card payments have a minimum \$2.50 fee.
- There will be a \$25 fee for all returned checks (Resolution No. 03-044).
- There is a \$5 mailing fee for orders fulfilled by mail.
- Incomplete or unreadable forms may delay the process

- Orders not picked up within 8 business days will be mailed (regular mail).

Per Washington State Department of Health:

- **No refunds** will be given if a record cannot be located.
- **No refunds** will be given if the documentation you provided did not prove you are eligible to purchase a certified birth certificate.

For more information about vital records, visit our website: <https://www.co.cowlitz.wa.us/732/Birth-and-Death-Certificates>



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Certified Death Certificate Order Form

To obtain a certified death certificate, you must select your relationship to the deceased, provide proof of identity, provide required documents linking you together and sign a sworn statement that you are authorized to purchase the certificate.

DEATH RECORD DETAILS: Electronically filed only

FIRST NAME(S):	FULL MIDDLE NAME(S):	LAST NAME(S):
DATE OF DEATH:		CITY OR COUNTY OF DEATH:
OTHER NAMES, IF KNOWN (EX. MAIDEN NAME, MARRIED NAMES, PARENTS NAMES, ETC.):		

YOUR INFORMATION

What is your relationship to the decedent?	<input type="checkbox"/> SPOUSE/DOMESTIC PARTNER	<input type="checkbox"/> PARENT	<input type="checkbox"/> SIBLING	<input type="checkbox"/> CHILD	<input type="checkbox"/> GRANDPARENT
	<input type="checkbox"/> LEGAL GUARDIAN	<input type="checkbox"/> STEPPARENT	<input type="checkbox"/> STEPCCHILD	<input type="checkbox"/> GRANDCHILD	<input type="checkbox"/> GREAT GRANDPARENT
	<input type="checkbox"/> GOVERNMENT AGENCY	<input type="checkbox"/> COURTS	<input type="checkbox"/> AUTHORIZED REPRESENTATIVE		<input type="checkbox"/> LEGAL REPRESENTATIVE
	<input type="checkbox"/> SHORT FORM ONLY: TITLE INSURER/TITLE INSURANCE AGENT				
	<input type="checkbox"/> SHORT FORM ONLY: DETERMINATION RELATED TO THE DEATH/PROTECTION OF A PERSONAL/PROPERTY RIGHT RELATED TO THE DEATH				
	<input type="checkbox"/> PERSON WHO HAS RIGHT TO CONTROL DISPOSITION OF REMAINS UNDER RCW 68.50.160 NAMED ON THE RECORD				

PERSON/COMPANY ORDERING CERTIFICATE(S):

MAILING ADDRESS:

CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	EMAIL ADDRESS:	

ORDER INFORMATION

ORIGINAL: _____ Requested number of ORIGINAL <u>Certified Short Form Death Certificate(s)</u> _____ Requested number of ORIGINAL <u>Certified Long Form Death Certificate(s)</u> _____ One Free VA Copy (must include DD214 or approved VA Letter)	\$30.00 PER CERTIFICATE PAYABLE AT TIME OF ORDER	Per Washington State Department of Health: No refunds will be given if a record cannot be located. For office use only
CORRECTIONS (Must attach original certificates & copy of Facility Affidavit for Death Correction): _____ Requested number of REPLACEMENT <u>Certified Short Form Death Certificate(s)</u> _____ Requested number of REPLACEMENT <u>Certified Long Form Death Certificate(s)</u>		

Pick up next business day after 2:00 PM with. Order(s) will be sent regular mail if not picked up in 8 business days . **Picture ID required.**

I authorize _____ to pick up on my behalf. **Picture ID required.**

Send to the address provided above, regular mail . Include an additional \$5.00 mailing fee with payment.

I declare under penalty of perjury under the laws of the State of Washington that the information I have provided is true and correct. Further, be advised that willfully providing a false statement to vital records for a certificate is a gross misdemeanor under Washington law, RCW 70.58A.590(2).

CUSTOMER SIGNATURE:	DATE SIGNED: (MM/DD/YY)
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FOR OFFICE USE ONLY

Date Ordered:	Client #	Photo ID & eligibility document copies must be attached & kept.	
Total Payment Paid	Fast Track	Photo ID Attached	
Type of Payment	<input type="checkbox"/> Cash _____ <input type="checkbox"/> Debit/Credit Card <input type="checkbox"/> Check/Money Order _____	Eligibility Documents Attached	
Type of Letter	Date Letter Sent	Letter Attached	
Certificate #	Date Released:	<input type="checkbox"/> Picked Up _____ <input type="checkbox"/> Mailed: _____	
Customer Signature upon Receipt	HHS Staff confirmed photo ID at pickup:		