

Death Certificate Application and Instructions

The headings below match the sections on the Death Certificate Application found on pages 3 and 4.

Information about the deceased person - used to locate the requested death record

You must complete the **required** items in this section. If you know the other information, fill it in. We use the information you provide to locate the correct death record.

What kind of death certificate do you want?

Select from the document types listed. If you do not select a specific death document, you will receive a death certificate that identifies the deceased person, the date and place of death, and the cause and manner of death.

Requester – person completing this application – this information is required by law

By law, you must provide the information in this section to obtain a Minnesota death certificate. Complete this section whether you apply by mail or in person.

MANDATORY - Mark the boxes that describe your relationship to the subject

You must have a legal right to purchase a certified death certificate. Mark one or more of the boxes (lines 1-17) to describe your relationship to the deceased person. If you mark lines 11-16, you must present or provide additional documentation with your application.

If you represent the Dept. of Veterans Affairs, allow the family to approve the death record before you order a VA certificate.

Sign this form in front of a Notary Public if you are applying by MAIL or FAX

Sign the Death Certificate Application in front of a notary public before you mail or fax it to the Office of Vital Records; we do not have walk-in service.

If you apply *in person* at a county vital records office, you do not need to sign in front of a notary; however, check with the county office to see how their services have changed.

How many certified death certificates do you want?

One certified death certificate costs \$13. If you want additional copies of the death certificate, you must pay \$13 for the first copy and \$6 each for the other copies. Enter \$13 for the first certificate. Enter the *number* of additional certificates you want in the box under “# of additional copies”.

If you choose to buy additional copies of a certified death certificate later, you must still pay \$13 for the first copy and \$6 each for the other copies.

How many VA death certificates do you want?

You may obtain a VA death certificate (free of charge) if you are:

- The surviving spouse or next of kin of a veteran
- A service officer of any veterans organization chartered by the Congress of the United States
- A representative of the Department of Veterans Affairs

Fill in the number of VA certificates you want in the “# VA certificates” box. The certificates print with a statement that limits them to VA use only.

How do you want the certificates you ordered delivered to you?

Mille Lacs County will send the death certificates you ordered by regular mail. If you want Mille Lacs County to send the certificates by UPS to an address outside of the United States, you must include a UPS prepaid envelope when you submit your application and fees to OVR.

If you take your application to a county vital records office, you can get the certificate you want the same day. If you mail or fax your application to a county vital records office, check with that office for their delivery options and costs.

Fees are due with the application and are non-refundable

Add up the costs for death certificates (if any), processing fee (if any), and delivery fee (if any).

How do you want to pay?

Fees for vital records are the same at all vital records offices statewide. You must pay for documents and services when you submit your application.

Vital records offices will not process application without payment. You may pay via check or money order when mailing in the application to Mille Lacs County.

Send your application and payment

Send your application and payment to Mille Lacs County **OR**, take or mail your application to a county vital records office. If you send your application and payment to a county vital records office, call the office first to confirm processing, payment and delivery options.

Contact the Mille Lacs County Administrative Services Office at (320) 980-8218 with any questions.

Death Certificate Application

To obtain any Minnesota death certificate, you must fill out the information on this form. You must also pay the required fee and provide acceptable identification.

Minnesota Statutes, section 144.225, subdivision 7, and Minnesota Rules, part 4601.2600, subpart 5.

Information about the deceased person - used to find the requested death record

Deceased Person	First name (required)		Middle name (required)	Last name (required)		Name suffix	
	Date of death [MM/DD/YYYY] (required)	Date of birth [MM/DD/YYYY]	Or Age	City of death		County of death (required)	State MN
	First parent's name		Second parent's name		Spouse on record (if any)		

What kind of death certificate do you want?

- Certified death certificate *with* cause of death information
- Certified death certificate *without* cause of death information (only for records 1997 to today)
- Certified VA death certificate for Veterans Affairs-related purposes

Requester - person completing this application - by law you must supply this information

Requester	Requester name (please print)				Date of birth (MM/DD/YYYY)		
	Mailing address - UPS® will not deliver to PO boxes or APO addresses.			Apt/Unit #	City	State	ZIP Code™
	Daytime phone (10-digit)			Email			

MANDATORY — Mark the boxes that describe your relationship to the deceased person:

1. A child of the subject
2. The parent of the subject
3. The sibling of the subject
4. The spouse on the record
5. The grandparent of the subject
6. The grandchild of the subject
7. Subject's personal representative: the certified death certificate is required for the administration of the estate
8. Successor of the subject; the certified death certificate is required for the administration of the estate
9. Trustee of a trust; the certified death certificate is required for the proper administration of the trust
10. Determination or protection of a personal or property right (*You must submit documentation showing this relationship*)
11. Adoption agency — to complete post-adoption search (*Employee ID required*)
12. Attorney – I represent the subject, or a person listed in items 1-10 above. **If you are a NON-Minnesota attorney, attach a copy of your attorney license**
My **Minnesota** Attorney License Number is:
13. I am presenting a valid, certified copy of a U.S. court order (not a subpoena) that orders release of the death certificate to me
14. Local/state/tribal/federal governmental agency (*Employee ID required*) (Best practice: wait for family to verify death record).
15. I have a signed statement from a person listed above; it specifies the decedent's full name (first, middle, last) and date of death, the signer's relationship to the subject of the record, and authorizes me to obtain the certificate.
16. I represent the Department of Veterans Affairs.

Sign this form in front of a Notary Public if you are applying by MAIL or FAX.

I certify that the information provided on this application is accurate and complete to the best of my knowledge. It is against the law to provide false information to get a death certificate. You may be subject to fines, jail time or both. Minnesota Statutes, section 144.227 and section 609.02, subdivisions 3 and 4.

Signature of requester named above		Date (if applying in person)
Notary Public	Signed or attested before me on _____ day of _____, 20_____	
	Printed name of notary public	
	Notary public signature	My commission expires

Name of person completing this application			
How many certified death certificates do you want?		Fee	Death certificates
One certified death certificate		\$13	
Extra copies are \$6 each <i>if you buy them at the same time as you buy one at \$13.</i>	# of extra copies	x \$6	
How many VA death certificates do you want?		Fee	VA certificates
VA death certificates are for Veterans Affairs related purposes only	# VA certificates	\$0	\$0
How do you want us to process your request?		Fee	Choose processing
Standard – your request processed in the order received		\$0	
Faster – your request goes ahead of standard requests (<i>Does not include UPS® delivery</i>)		\$20	
How do you want us to send your order?		Fee	Choose delivery
Regular First-Class Mail®		\$0	
United Parcel Service (UPS®)		\$16	
<p>For UPS® delivery, check here <input type="checkbox"/> to require a signature. The Office of Vital Records and UPS® are not responsible for deliveries that do not require a signature. UPS® will not deliver to PO boxes or APO addresses. If you want UPS® delivery to an address <i>outside</i> of the United States, you must include a UPS® prepaid envelope when you submit your application and fees.</p>			
Fees are due with the application and are non-refundable. Minnesota Statutes, section 144.226.			Total due
Total due = costs of death certificate(s) + processing + delivery			
How do you want to pay?			
<input type="checkbox"/> Check	Check #	Make check or money order payable to Mille Lacs County and send by mail with application. DO NOT SEND CASH.	
<input type="checkbox"/> Money order	Money order #	Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. <i>Minnesota Statutes, section 604.113, subdivision 2.</i>	
Send your application and payment			
Do not send cash Mille Lacs County Vital Records By mail 635 2nd Street SE Milaca, MN 56353 By fax		Mille Lacs County returns applications that are: <ul style="list-style-type: none"> ▪ Incomplete ▪ Not signed in front of a notary public ▪ Not paid in full at the time of application 	
If you have questions about this form, contact Mary.Stimmler@millelacs.mn.gov or call (320) 983-8218			