

STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC HEALTH (DPH)

**Request for a Certified Copy of a Death Certificate from the **Town of Death** Vital Records Office**

VS-39DTW Revised: 9/6/2011

**PLEASE PRINT**

**DO NOT MAIL CASH OR PERSONAL CHECKS**

|  |                                      |   |                                       |
|--|--------------------------------------|---|---------------------------------------|
| <b>* Full Name of Deceased:</b> (First, Middle, Last): |                                      | SEX<br><input type="checkbox"/> M<br><input type="checkbox"/> F | <b>Date of Death:</b> (Month/Day/Yr): |
| <b>Town of Death:</b>                                  | <b>Date of Birth</b> (Month/Day/Yr): | <b>Place of Birth</b> (Town, State or Country):                 |                                       |
| <b>Father's Name:</b>                                  | <b>Mother's Name:</b>                | <b>If Married, Spouse's Name</b>                                |                                       |

**Person Requesting the Death Certificate:**

**Name:** \_\_\_\_\_

|       |        |           |
|-------|--------|-----------|
| First | Middle | Last Name |
|-------|--------|-----------|

**Address:** \_\_\_\_\_

|        |        |           |       |          |
|--------|--------|-----------|-------|----------|
| Number | Street | Town/City | State | Zip Code |
|--------|--------|-----------|-------|----------|

( ) \_\_\_\_\_ **Relationship to Deceased: \*\*** \_\_\_\_\_

Telephone No. \_\_\_\_\_ E-mail address (optional) \_\_\_\_\_

**Signature: X** \_\_\_\_\_

Intended Use of Certified Copy (e.g. Benefits, Genealogy, etc.)

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**Note:** Per CT law (C.G.S. §7-51A), for deaths occurring on or after July 1, 1997, only the Funeral Director and 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," there is no need for the spouse or next of kin to submit a copy of their ID or proof of relationship to the deceased.

**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.** Examples of proof of relationship include a marriage certificate for a spouse, one's own birth certificate, if a child of the deceased, or the deceased's birth certificate, if a parent of the deceased.

**Are you requesting the one time waiver of the \$20.00 fee and enclosing required documentation?** No: \_\_\_\_\_ Yes: \_\_\_\_\_  
**The fee will be waived only if** the request includes the required valid ID, proof of relationship to the veteran, **and if the veteran status** is indicated on the death certificate.

**The fee for a copy of a Death Certificate from the State or Town is \$ 20.00 per copy. Personal checks are not accepted.**

**# of Copies Requested:** \_\_\_\_\_ **Amount Enclosed: \$** \_\_\_\_\_ **Fee Waiver Request:** \_\_\_\_\_

**Please mail this request with a Postal Money Order made payable to the *City or Town of death.* For town contact information, refer to the Town Vital Records Directory on the Department of Public Health's Vital Records website.**

**\* Note:** Copies of death or marriage certificates for events that occurred less than 4 months prior to the date of the request should be sent to the Vital Records office in the town of the event. Refer to our website at [www.ct.gov/dph](http://www.ct.gov/dph) for town contact information.

## **Request a Certified Copy of a Death Certificate from Town**

A certified copy of a Connecticut death certificate may be purchased for a fee by anyone at least 18 years old. There are a few restricted fields on the death certificates, including the decedent's social security number that can only be accessed by the decedent's spouse or next of kin. If you need a copy of the death certificate with the social security number on the certificate, you will need to provide proof of identity and proof of the relationship that allows you to obtain the death certificate with this information.

### **Checklist for Obtaining a Certified Copy of a Death Certificate:**

- Make sure that you are eligible to obtain the death certificate
- Complete the application
- Include the applicable fee

### **One Time Fee Waiver for A Copy of a Veteran's Death Certificate**

Connecticut law allows the spouse, child or parent of a deceased veteran to obtain one (1) free certified copy of the decedent's death certificate provided the requesting family member presents a copy of their valid government issued photo I.D. and proof of their relationship to the deceased. Examples of acceptable proof of relationship include a marriage certificate for a spouse, one's own birth certificate, if a child of the deceased, or the deceased's birth certificate, if a parent of the deceased. If eligible for the one time waiver, request it on the Application to Request a Death Certificate form and submit the required identification and documentation to the town or State Vital Records office.

The fee will be waived for the requesting family member only if the request includes the required valid ID, proof of relationship to the veteran, **and if the veteran status** is indicated on the death certificate.