



Office of Vital Statistics

APPLICATION FOR FLORIDA DEATH OR FETAL DEATH RECORD (FOR APOSTILLE or EXEMPLIFIED CERTIFICATION)

The Office of Vital Statistics no longer forwards records to the Department of State (DOS) for the DOS Apostille/Exemplified Certification process. If you require an apostille or exemplified certification by the DOS, once this record is received by you from our office, you will need to forward it to the DOS. Please read the back of this application for their mailing, street and website addresses and telephone number. You MUST be sure to use this application when requesting certification from our office to ensure you receive the type of death certification needed for forwarding to the DOS for their apostille/exemplified certification process.

Eligibility: Death records (*except for cause of death information*) are public records. However, when cause of death is also requested and the death occurred less than 50 years ago, a copy of valid photo identification must accompany this application AND the applicant OR person being represented must be an eligible person as outlined in statute (*see Eligibility on the reverse of this application for additional information*). Relationship to the decedent must be entered in the space provided at the bottom of this form when requesting cause of death. **Acceptable forms of valid ID are:** driver's license, state identification card, passport, and/or military ID card. If a funeral home or an attorney, see additional information under Eligibility on reverse side of this form to ensure proper completion of this application. If requesting without cause of death OR if the death occurred over 50 years prior to our receipt of the request, identification is not required.

SECTION A INFORMATION ON DECEDENT – Please provide us much information as is known to you. Asterisk (*) items are REQUIRED fields

* NAME OF DECEDENT →	* FIRST	MIDDLE	* LAST	SUFFIX
IF FEMALE, MAIDEN SURNAME .(if known) ↓	* DATE OF DEATH (See reverse side) MONTH/DAY/YEAR (4-DIGIT) ↓	Provide a <u>range of years</u> to search <u>only</u> when exact year unknown		*SEX
PLACE OF DEATH-COUNTY ↓ (See reverse side)	FUNERAL HOME (if recent event and known) ↓		SOCIAL SECURITY NO. (if known) ↓	
STATE FILE NO. .(if known) ↓	* COUNTRY WHERE CERTIFICATION TO BE USED (Required to ensure you receive the correct type of certification) ↓			

SECTION B – RECORD TYPE, FEES AND PAYMENT:

1st Certification

See Eligibility on the back of this application and check appropriate box below for certification type desired:

Without Cause of Death

With Cause of Death

Additional Certifications WITHOUT Cause of Death:
\$4.00 for each

Additional Certifications WITH Cause of Death
\$4.00 for each

Additional Years to be Searched: Required *only* when exact year of death is *not* known. \$2.00 for each additional year. The maximum additional year search fee is \$ 50.00 regardless of the total number of years. . (Be sure to Indicate the range of years to be searched in Section A above)

RUSH: RUSH fee will expedite your request within our office by prioritizing your request. Certification(s) will be mailed to you by 1st class mail UNLESS prepaid self-addressed envelope is included with your request.

\$5.00	X	1	=	
	X	No. of Cert's.	=	\$
	X	No. of Cert's.	=	\$
	X	No. of add'l yrs. search ↓ =	=	\$
\$10.00	X		=	\$

TOTAL PAYMENT MADE PAYABLE TO: Vital Statistics. **Check or money order only.** (DO NOT SEND CASH). Our office cannot accept credit cards. International payments should be made by Cashiers Check or Money Order in U. S. Dollars. *Florida Law imposes an additional service charge of \$15.00 for dishonored checks.*

DON'T FORGET TO ENCLOSE COPY OF VALID PHOTO ID IF EVENT LESS THAN 50 YRS. AGO AND CAUSE OF DEATH INFORMATION REQUESTED	TOTAL \$
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SECTION C – APPLICANT/MAILING INFORMATION:

Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on any application or affidavit, or who obtains confidential information from any Vital Record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes.

<i>Applicant's Name</i>	FIRST, MIDDLE, LAST (INCLUDING ANY SUFFIX)	Applicant Signature		
TYPE OR PRINT				
If Funeral Director or Attorney listed as Applicant and requesting Cause of Death Information	LICENSE/BAR NUMBER	NAME OF PERSON YOU ARE REPRESENTING		
If requesting cause of death, relationship to decedent is required. If a funeral director or an attorney, the relationship to the decedent of the person you are representing	RELATIONSHIP TO DECEDENT			
HOME PHONE NUMBER ()	ADDRESS FOR MAILING (BE SURE TO INCLUDE ANY BUILDING OR APARTMENT NUMBER.)			
ALTERNATE PHONE NUMBER ()	CITY	STATE	ZIP CODE	

INFORMATION / INSTRUCTIONS
APPLICATION FOR FLORIDA DEATH RECORD
(FOR APOSTILLE or EXEMPLIFIED CERTIFICATION)

An apostille is a certification provided under the Hague convention of 1961 for authenticating documents for use in foreign countries. An exemplified certification covers those countries who did not sign the Hague Treaty. The sole function of the apostille or exemplified certificate is to certify the authenticity of the signature of the document. In Florida, the apostille or exemplified certificate contains the original signature of the State Registrar and the Secretary of State.

Once the certification is obtained by you, you will need to forward it to the Florida Department of State (DOS) for the Apostille/Exemplified Certification which is certifying to the signature of Florida's State Registrar. The address for mailing to the DOS is: Department of State, Division of Corporations, Apostille Certification, P.O. Box 6800, Tallahassee, FL 32314-6800; telephone (850) 245-6945. If needing "walk in" service or planning on using a courier delivery, the street address is Department of State, Division of Corporations, Apostille Certification, Clifton Building, 2661 Executive Center Circle, Tallahassee, FL 32301. **We urge you visit their website at www.dos.state.fl.us/** for information you will need regarding their requirements, processing time, fees, etc. Once you access their website, select Corporations, then Apostilles. You will need to be sure you provide the name of the country that the certification is needed to DOS so they can prepare the proper type of certification.

AVAILABILITY: Death registration was not required by state law until 1917; however, it was many years before we had consistent registration. While there are some records on file dating back to 1877, not all events were registered. If a record is not located, you will be issued a "not found" statement.

ELIGIBILITY (S. 382.025, Florida Statutes): If you do not specify with or without cause of death on the front of this application, certification will be issued without cause.

WITHOUT CAUSE OF DEATH: Any person of legal age (18) may be issued a certified copy without the cause of death.

CAUSE OF DEATH INFORMATION: Cause of Death for any record over 50 years old may be issued to any applicant. Death records less than 50 years old with the cause of death information included may only be issued to the following individuals:

- the decedent's spouse or parent;
- to the decedent's child, grandchild or sibling, if of legal age;
- to any person who provides a will, insurance policy or other document that demonstrates his or her interest in the estate of the decedent,
- to any person who provides documentation that he or she is acting on behalf of any of the above named persons, OR
- by court order

All requests for certification of a death certificate that includes the cause of death information must state the qualifying eligibility, or a notarized Affidavit to Release Cause of Death Information (DH Form 1959), which is available on our website (address at bottom of this form) or upon request.

A funeral director or attorney representing an eligible person as defined above must include their professional license number, and the name and relationship of the person they are representing, if requesting cause of death. If not representing someone identified above as eligible to receive cause of death information, then a completed Affidavit to Release Cause of Death Information (DH Form 1959) must accompany this request. Affidavit is available on our website or upon request.

EXACT DATE OR COUNTY OF DEATH NOT KNOWN: If date of death is unknown, the entire year specified will be searched. If you do not know the year of the event and you wish to have more than one year searched, you must specify the span of years you wish searched (Example: 1970 to present) and pay the \$2.00 per year for each additional year to be searched. When county of death is not known, a search can still be conducted by our office but it does help us in our search especially when exact date of death is unknown or in the case of common names where similar information is located during our search.

RESPONSE TIME: Routine processing time in our office can range from 3 to 10 business days. This does not include mail time. If you are short on time, you may want to consider paying the \$10 Rush Fee which will expedite your request by prioritizing your request within our office. Certification(s) are mailed 1st Class Mail unless a prepaid self-addressed express envelope is included with your request.

RECORD NOT FOUND: If a death record is not found, you will be issued a "not found" statement in lieu of the certification. Fees are nonrefundable, with one exception. Fees paid for additional copies when no record is found will be refunded upon written request.

If you need assistance, you may call our Client Services Unit at (904) 359 – 6900, ext. 9000.

MAIL THIS APPLICATION WITH PAYMENT TO
STATE OFFICE OF VITAL STATISTICS - ATTN: CLIENT SERVICES UNIT
P.O. BOX 210
Jacksonville, FL 32231-0042
(Street Address: 1217 North Pearl Street, 32202)

PLEASE VISIT OUR WEBSITE
www.doh.state.fl.us/planning_eval/Vital_Statistics/index.html