OKLAHOMA
State Department of Health

Death Certificate Request Form

Please follow the instructions below when submitting your application.

- ☐ **Completed Request Form:** Ensure the form is fully completed and signed by the applicant. Incomplete forms will not be processed.
- ☐ **Legal Photo ID:** Include a photocopy of a current, valid, legal photo ID for the applicant. Please refer to the attached list of acceptable IDs to confirm compliance. The photo ID must be clear and legible.
- ☐ **Fees:** Submit the full payment of all applicable fees. Requests with incomplete payment will not be processed.
- ☐ **Proof of Eligibility:** Provide documents or evidence to establish the applicant's eligibility. This must be clear and meet the outlined requirements.

Important Note: If any of these items are missing, the request will not be processed. Double check all documentation before submission to avoid delays.

STEP 1: Section 1 (required)

First Name of Deceased	**Middle Name of Deceased**	**Last Name of Deceased**	☐ Check box if death was stillbirth or fetal death

Date of Death (MM/DD/YYYY)	**Place of Death** Oklahoma City and/or County	**Request Being Made By:** (see eligibility requirements in this document) ☐ Family, specify _____ ☐ Legal Rep. of the estate ☐ Funeral Director ☐ Court Order or other _____	**Purpose for Certificate** ☐ Estate Settlement ☐ Genealogy ☐ Other _____

Full Name of Applicant first name	middle name	last name (and suffix if applicable)	**Daytime Phone Number**

Current Mailing Address (required)	**Apt. #**	**City, State, Zip**	**Email Address** ☐ **No email**

STEP 1: Section 2 (optional)

Social Security Number of Deceased	**Sex** ☐ Male ☐ Female	**Spouse Name**

Date of Birth (MM/DD/YYYY)	**Birth City and/or County**	**State**

Father's Name	**Father's Birthplace**
Mother's Name	**Mother's Birthplace**
Funeral Home Name	**Funeral Home Address**

STEP 2: Final Check and Sign

Check to see if you have filled out all of the information fields and you have followed all instructions in Step 1. By signing below, you declare that all information provided on this request is true and correct.

Signature _____ Date _____

STEP 3: Complete the Order Information Below

ITEM DESCRIPTION	QTY	PRICE	SUB-TOTAL
Standard certified copy request ($15 each - includes search fee)		**$15.00**	$
Amendment Fee (required to amend non-medical certification items - includes one (1) certified copy)		**$35.00**	$
Maximum five (5) applications per order/envelope		**TOTAL**	**$**

A **NON-REFUNDABLE**, **NON-TRANSFERABLE** record search fee of $15 includes the issuance of one certified copy if the record is found; additional copies are $15 each.

If no record is found, the fee will not be refunded. Should you receive a request for more information, please respond promptly as all fees will expire one year after the date paid.

STEP 4: Payment Information

Select Payment Method. **DO NOT SEND CASH** (Submit separate payment for each application)

☐ **Credit Card** ☐ **Personal Check** ☐ **Money Order**

Make checks payable to OSDH VR

Credit Card Information (if paying by Credit Card)
Charges will appear on your credit card statement as VCN OK VITAL RECORDS

Credit Card Number _____ Expiration Date _____

Cardholder's Signature _____ Date _____

STEP 5: Mail Your Signed and Completed Form

Please mail your signed and completed form, along with ID and additional documentation (if required) to:

Vital Records
Oklahoma State Department of Health
P.O. Box 248964
Oklahoma City, OK 73124-8964

All orders will be shipped via U.S. Postal Service regular mail.

Oklahoma Death Eligibility Requirements

- Only immediate family members of the deceased person, or a legal representative, are eligible to obtain Oklahoma death certificates.
- If you are not the deceased person's parent, spouse, or the informant listed on the death certificate, you must provide additional documentation with your completed application to verify your relationship to the deceased person or demonstrate your legal need for the certificate.
- All eligibility documents are subject to review.

Effective Nov 1, 2016, records of deaths occurring at least 50 years ago are open record and do NOT require proof of eligibility.

Relationship to Person Named on Certificate	**Additional Eligibility Required** (in addition to required identification)
• Relative (An individual who can demonstrate a familial relationship to the deceased e.g. child, grandparent, sibling) • Legal guardian	Legal documentation which demonstrates the Applicant's relationship to the Decedent (e.g., last will & testament, signed contracts, court orders, birth/death records, census records, insurance beneficiary claim letter, current utility/bank statement/joint tenancy documents showing both Decedent and Applicant's names, unclaimed property letter from State Treasurer, etc.)
• Former Spouse • Co-owner or a joint tenant of real or personal property of the Decedent • A person listed in a will of the Decedent, provided the will is in probate	Legal documentation which demonstrates the administrative need for the death certificate and proof of marriage (e.g., last will & testament, signed contracts, court orders, birth/death records, insurance beneficiary claim letter, unclaimed property letter from State Treasurer, etc.)
• Funeral Director from funeral home of record	Utilize the official online portal provided to funeral directors
• Legal representative of the estate of the deceased (e.g., unclaimed property, estate settlements)	Affidavit from attorney on Practice letterhead affirming representation of the client and their relationship to the Subject of record
• Individual with a court order for release of record	Certified copy of court order from a court of competent jurisdiction
• Genealogist: Closed Records • (Deaths occurring less than 50 years ago)	1) Statement of release signed by a family member, proof of their familial relationship to the Decedent, and a copy of the family member's ID OR 2) Court Order
• Oil & Gas, Mineral Companies, etc.	Court Order
• Bail Bondsman	Court Order

Acceptable ID Requirements

Primary Photo ID – One (1) is required May be expired up to 3 years.
U.S. Issued Driver License or Identification Card
U.S. Passport [MUST be signed]
United States of America B1/B2 Visa/Border Crossing Card – Form DSP-150
Foreign Issued Passport with Visa (I-94)
Government Issued Military Photo ID (VA Photo ID included)
Tribal Photo Identification Card
Oklahoma Self-Defense Act (SDA) License or OK Concealed Carry Permit
Resident Alien Card (Form I-551)
Employment Authorization Card (Form I-766) or (Form I-688A)
Temporary Resident Card (Form I-688)
OK DOC, Federal Bureau of Prisons (BOP) or Federal Correction Institution (FCI) photo ID
Oklahoma public, private, or parochial secondary school (subject must be age 19 or younger) [MUST include name, school, date, and contact info for the school.]
Oklahoma institution of higher education [MUST include name, school, date, and contact info for the school.]
Oklahoma technology center school [MUST include name, school, date, and contact info for the school.]

Secondary ID – Two (2) are required At least one must show a current address dated within the last 6 months. Certificates issued based on secondary IDs will be mailed to the current address demonstrated on the identification.
Pay Stub or W2
Bank Statement (redact account number and balances) and/or Utility Bill with name and current address
Social Security Card (must be signed) or SSA Record Earnings Statement with current address
U.S. Selective Service Card
Copy of Official Police Report or Arrest Record with name and current address
School Transcript
Non-Oklahoma State-Issued Temporary ID
Oklahoma lifetime Hunting or Fishing License
Marriage Certificate (Certified English Translation, if applicable)
Car Registration, Title or Insurance/Security Verification Form issued to the applicant with current address
Government Issued Benefit Statement (e.g. DHS, WIC or SSA) with name and current address
Non-Oklahoma Dept of Corrections (DOC) ID Card IF also provide Release/Discharge Papers with name and current address
Oklahoma DOC Consolidated Record Card (CRC). [Note: If the subject of record is currently incarcerated, application should be made through the DOC Case Manager and DOC Liaison.]
Oklahoma technology center school [MUST include name, school, date, and contact info for the school.]

Oklahoma Death Certificate Information

OPEN RECORDS

Effective Nov 1, 2016, records of deaths occurring at least 50 years ago are open record and do not require proof of eligibility.

AVAILABLE RECORDS

Oklahoma began filing death records in October of 1908; however, filing did not become mandatory until 1917. Prior to 1940 filing continued to be somewhat sporadic, which may prove problematic for families who may need proof of death for the settlement of death claims or to obtain entitled benefits.

REQUIRED INFORMATION FOR A RECORD SEARCH

Certain information is required in order for to us to be able to process your request in an expedient manner and to prevent unnecessary delays. Incorrect information will delay the search and may result in your document not being located. You can be assured that every attempt will be made to locate the record you have requested. The minimum facts required include: 1) the full name of the decedent at the time of death, 2) the date of death, and 3) the place of death.

RESPONSIBILITY FOR FILING DEATH CERTIFICATES

It is the responsibility of the funeral director in charge of the decedent at the time of death to properly obtain the information needed from an immediate family member, obtain the physician's signature and cause of death information, and then file the certificate in a timely manner.

OPTIONAL INFORMATION TO ASSIST US IN SEARCHING FOR THE RECORD

Any additional information you may have can assist us in our search such as nicknames, a spouse's name of a married female, whether the deceased was an infant, or the name of the funeral director in charge of the decedent. You can be assured that every attempt is made to locate the record you have requested.

GENEALOGY AND RESEARCH RECORDS

OK2Explore is a free searchable index of births and deaths that occurred in the state of Oklahoma. This includes records of births occurring in Oklahoma 20 or more years ago and records of deaths occurring in Oklahoma five (5) or more years ago.

QUESTIONS

If you have any questions, visit our official website: https://oklahoma.gov/health/services/birth-and-death-certificates.html