

# How to Obtain a Certified Copy of a Death Record



## AVAILABILITY OF RECORDS

Death records are available two weeks after the date of event. You may request a copy from either the county of death or from the California Department of Public Health – Vital Records (CDPH-VR). CDPH-VR issues vital records for all of California whereas counties can only issue records for events that occurred in that county.

If CDPH-VR cannot locate the record based on the information you provide, the law authorizes CDPH-VR to retain the fee for the search, and CDPH-VR will issue a Certificate of No Public Record (CNPR).

## IF THE RECORD NEEDS AMENDMENT

Amendments to original death records are frequently submitted to CDPH-VR to correct errors or add information to original documents. Copies of amended certificates may be requested at the same time the amendment is submitted. The applicant receives a certified copy once the amendment is completed.

- If you request a certified copy before the amendment has been completed, you may receive either: a copy of the un-amended record, or a CNPR if CDPH-VR is not able to locate the record.
- If you know that the record is being amended, and it is in the amended record that you want, please wait until after the amendment has been completed before requesting a certified copy.

## CERTIFIED COPIES AND SWORN STATEMENTS

There are two types of certified copies available upon request:

1) **Certified Copy** (*authorized persons only*)

A certified copy can be used to establish the identity of the person named on the certificate.

If you are requesting a certified copy, you **MUST** provide a notarized sworn statement (see page 5 of application) declaring under penalty of perjury that you are authorized by law to receive the certified copy (see application for list of authorized individuals).

If you are requesting a certified copy and a notarized sworn statement is not included, CDPH-VR will not accept your request for processing.

**Note:** Only one sworn statement is required for multiple records that are requested at the same time – however, the sworn statement must include the name of each person whose record is being requested and your relationship to that person.

## 2) **Certified Informational Copy** (*any interested person*)

If you are requesting a certified informational copy, you DO NOT need to provide a sworn statement.

A certified informational copy has a legend printed on the face of the document that states, “INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY.” Persons who are not eligible to receive a certified copy can receive a certified informational copy.

Both types of documents are certified copies of the original document on file with CDPH-VR. Depending on the exact year of event, some certified informational copies will have signatures and Social Security numbers redacted (concealed).

### **WHAT TO SUBMIT FOR A CERTIFIED COPY OF A DEATH CERTIFICATE**

- Completed “Application for Certified Copy of Death Record” (VS 112).
- Notarized sworn statement (if applicable).
- \$24 fee per copy requested (check or money order in US dollars, made payable to CDPH-Vital Records) **NO CASH.**

### **APPLICANT NOTIFICATION**

Once your request has been received and evaluated:

- If your request is not accepted (e.g., due to insufficient fees, insufficient information, etc.), the request will be returned with a letter explaining what needs to be corrected; or,
- If your request is accepted, CDPH-VR will process the application and mail out a copy of the certificate(s) you requested.

### **PROCESSING TIMES**

To check current processing times for certified copies of death certificates, visit the CDPH-VR Website (<https://www.cdph.ca.gov/Programs/CHSI/Pages/Vital-Records-Processing-Times.aspx>).

If you need your copy sooner, please refer to the enclosed list of county recorder’s offices to contact the county where the event occurred.

Mail all applications and written inquiries to the address below. If you have any questions, please contact the CDPH-VR Customer Service Unit, Monday through Friday, 8AM – 4PM.

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California Department of Public Health | Vital Records – MS 5103  
P.O. Box 997410 | Sacramento CA, 95899-7410  
(916) 445-2684 | [CHSIVitalRecords@cdph.ca.gov](mailto:CHSIVitalRecords@cdph.ca.gov)  
CA Relay: 711/1-800-735-2929

## APPLICATION FOR CERTIFIED COPY OF DEATH RECORD \$24.00 PER COPY

PLEASE READ THE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THE APPLICATION.

- CERTIFICATE TYPE:**  I am requesting an AUTHORIZED COPY (notarized sworn statement required)  
 I am requesting an INFORMATIONAL COPY

**Part 1 - Relationship to Person on Certificate (Registrant):** *Check appropriate box.*

- A parent, legal guardian, child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant. (Legal guardian must provide documentation.)
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business. (Companies representing a government agency must provide authorization from the government agency.)
- Any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate. (Include a copy of the power of attorney or documentation identifying you as executor.)
- An attorney representing the registrant or the registrant's estate.
- An agent or employee of a funeral establishment (acting within the scope of employment and on behalf of persons specified in HSC § 7100 (a) (1)-(8)).
- Surviving next of kin (As specified in HSC § 7100).

**Part 2 - Death Record Information:** *Complete the information below as shown on the death record.*

FIRST Name	MIDDLE Name	LAST Name
County of Death (must be in California)		Date of Death - MM/DD/YYYY (or approximate date)
Social Security Number		Date of Birth - MM/DD/YYYY (or approximate date)
Mother/Parent (First, Middle, Last)		Spouse/Domestic Partner (First, Middle, Last)

**Part 3 - Applicant Information:** *Please PRINT all information legibly.*

Applicant Name		Mailing Address: Number, Street, and Unit # (if applicable)	
Zip Code	City	State/Province	Country
Telephone (include area code)	Email Address		Reason for Request

*Agency Use (if applicable)*

Agency Name	Case/ID Number	Contract Number
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**Application Checklist:**

<input type="checkbox"/> Check/Money Order Enclosed <b>(No Cash)</b>	<input type="checkbox"/> Notarized Sworn Statement Enclosed (if applicable)	Number of Copies _____
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You may view current processing times on the CDPH-VR website ([www.cdph.ca.gov](http://www.cdph.ca.gov)).



<b>INSTRUCTIONS</b>
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1. Complete a separate application for each death record requested.
2. In Part 1, check the appropriate box according to the relationship to the person on the certificate. **ONLY** authorized individuals (Health and Safety Code Section 103526) listed in Part 1 may obtain an authorized copy. All others may receive a certified informational copy that will be marked, “Informational, Not a Valid Document to Establish Identity.”
3. Complete Part 2 and Part 3. In Part 2, provide as much information as possible to help identify the record.
4. Indicate the number of copies and submit \$24.00 for **each** copy in the form of a check or money order, made payable to “CDPH – Vital Records” in US dollars. **DO NOT SEND CASH.**
5. **SWORN STATEMENT:**
  - Only one sworn statement is required for multiple records.
  - Sworn statements are not required for informational copy requests.
  - Authorized individuals must complete the top portion of the attached sworn statement by signing and identifying their relationship to person listed on certificate.
  - Sworn statements must be notarized for authorized copy requests. **Law enforcement, governmental agencies, and funeral establishments (for death records only) are exempt from the notary requirement, but must complete the top portion of the sworn statement page.**
  - A sworn statement notarized by a foreign notary must have an apostille attached. Foreign notarizations obtained by an Ambassador, Minister, Consul, Vice Consul or Consular Agent of the United States, or from a Judge of Court of record having a seal in a foreign county do not require an apostille.
6. Mail completed applications with the fee(s) to the address below.

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California Department of Public Health | Vital Records – MS 5103  
P.O. Box 997410 | Sacramento, CA 95899-7410  
(916) 445-2684 | [CHSVitalRecords@cdph.ca.gov](mailto:CHSVitalRecords@cdph.ca.gov)

**SWORN STATEMENT**

I, \_\_\_\_\_, declare under penalty of perjury under the laws of the  
 (Applicant's Printed Name)

State of California, that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth, death, or marriage certificate of the following individual(s):

Registrant (Name of person whose certificate you are requesting)	Applicant's Relationship to Registrant (Must be an authorized person)

*(The remaining information must be completed in the presence of a Notary Public or CDPH Vital Records staff.)*

Subscribed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.  
 (Day) (Month) (City) (State)

\_\_\_\_\_  
 (Applicant's Signature)

**CERTIFICATE OF ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of \_\_\_\_\_

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, personally appeared \_\_\_\_\_,  
 (Insert name and title of the officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

WITNESS my hand and official seal.  
 (SEAL)

\_\_\_\_\_  
 (SIGNATURE OF NOTARY PUBLIC)



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## CALIFORNIA COUNTY RECORDERS

Alameda .....1106 Madison Street, First Floor, Oakland, CA 94607, (510) 272-6362  
Alpine .....99 Water Street. P.O. Box 155, Markleeville, CA 96120, (530) 694-2283  
Amador .....810 Court Street, Jackson, CA 95642, (209) 223-6468  
Butte.....155 Nelson Avenue, Oroville, CA 95965, (530) 538-7691  
Calaveras.....891 Mountain Ranch Road, San Andreas, CA 95249, (209) 754-6372  
Colusa.....546 Jay Street, Suite 200, Colusa, CA 95932, (530) 458-0500  
Contra Costa.....555 Escobar Street, or P.O. Box 350, Martinez, CA 94553, (925) 335-7910  
Del Norte.....981 H Street, Suite 160, Crescent City, CA 95531, (707) 464-7216  
El Dorado.....360 Fair Lane, Placerville, CA 95667, (530) 621-5490  
Fresno.....2281 Tulare Street, Room 302, or P.O. Box 766, Fresno, CA 93712,  
(559) 600-3476  
Glenn.....516 West Sycamore Street, Willows, CA 95988, (530) 934-6412  
Humboldt .....Courthouse, 825 Fifth Street, Fifth Floor, Eureka, CA 95501, (707) 445-7382  
Imperial .....Courthouse, 940 West Main Street, Suite 202, El Centro, CA 92243-2865,  
(442) 265-1076  
Inyo .....168 North Edwards Street, or P.O. Drawer F, Independence, CA 93526,  
(760) 878-0222  
Kern.....1655 Chester Avenue, Bakersfield, CA 93301, (661) 868-6400  
Kings.....Government Center, 1400 West Lacey Boulevard, Hanford, CA 93230,  
(559) 582-3211, ext. 2470  
Lake .....Courthouse, 255 North Forbes Street, Lakeport, CA 95453, (707) 263-2293  
Lassen.....220 South Lassen Street, Suite 5, Susanville, CA 96130, (530) 251-8234  
Los Angeles .....12400 Imperial Highway, Norwalk, CA 90650, (800) 201-8999 or (562) 462-2137  
Madera.....200 West Fourth Street, Madera, CA 93637, (559) 675-7724  
Marin.....3501 Civic Center Drive, Suite 232, San Rafael, CA 94903, (415) 473-6094  
Mariposa .....Hall of Records Building, 4982 Tenth Street, or P.O. Box 35, Mariposa, CA 95338  
(209) 966-5719  
Mendocino .....501 Low Gap Road, Room 1020, Ukiah, CA 95482, (707) 234-6822  
Merced.....2222 M Street, Merced, CA 95340, (209) 385-7627  
Modoc.....204 South Court Street, Room 106, Alturas, CA 96101, (530) 233-6205  
Mono.....74 School Street, Annex 1, or P.O. Box 237, Bridgeport, CA 93517, (760) 932-5530  
Monterey .....168 West Alisal Street, First Floor, or P.O. Box 29, Salinas, CA 93902,  
(831) 755-5041  
Napa .....900 Coombs Street, Room 116, or P.O. Box 298, Napa, CA 94559,  
(707) 253-4105  
Nevada .....950 Maidu Avenue, Suite 210, Nevada City, CA 95959, (530) 265-1221  
Orange.....601 North Ross Street, Santa Ana, CA 92701, (714) 834-2500  
Placer.....2954 Richardson Drive, Auburn, CA 95603, (530) 886-5600

\* Public Marriages

\*\* Birth and Death Certificates

Plumas.....520 Main Street, Room 102, Quincy, CA 95971, (530) 283-6218 or  
(530) 283-6256

Riverside.....2724 Gateway Drive, or P.O. Box 751, Riverside, CA 92507, (951) 955-6200

Sacramento.....3636 American River Drive, Sacramento, CA 95864, (916) 874-6334

San Benito .....County Courthouse, 440 Fifth Street, Room 206, Hollister, CA 95023,  
(831) 636-4046

San Bernardino.....222 West Hospitality Lane, First Floor, San Bernardino, CA 92415, (855) 732-2575

San Diego .....1600 Pacific Highway, Suite 260, or P.O. Box 121750, San Diego, CA 92112-1750,  
(619) 237-0502

San Francisco.....1 Dr. Carlton B. Goodlett Place, City Hall, Room 190, San Francisco, CA 94102,  
(415) 554-5596\*

San Francisco Health Dept. ....101 Grove Street, Room 105, San Francisco, CA 94102, (415) 554-2700\*\*

San Joaquin .....44 North San Joaquin Street, Suite 260, or P.O. Box 1968, Stockton, CA 95202  
(209) 468-3939

San Luis Obispo .....1055 Monterey Street, Room D120, San Luis Obispo, CA 93408, (805) 781-5080

San Mateo .....555 County Center Drive, 1st Floor, Redwood City, CA 94063, (650) 363-4500

Santa Barbara.....1100 Anacapa Street, or P.O. Box 159, Santa Barbara, CA 93102,  
(805) 568-2250

Santa Clara .....110 W. Tasman Drive, First Floor, San Jose, CA 95134  
(408) 299-5688

Santa Cruz .....701 Ocean Street, Room 230, Santa Cruz, CA 95060, (831) 454-2800

Shasta.....1450 Court Street, Suite 208, Redding, CA 96001, (530) 225-5678

Sierra.....100 Courthouse Square, Room 11, or P.O. Drawer D, Downieville, CA 95936,  
(530) 289-3295

Siskiyou .....311 Fourth Street, Room 107, Yreka, CA 96098, (530) 842-8065

Solano.....675 Texas Street, Suite 2700, Fairfield, CA 94533, (707) 784-6294

Sonoma .....585 Fiscal Drive, Room 103-F, Santa Rosa, CA 95403, (707) 565-3800

Stanislaus .....1021 I Street, Suite 101, or P.O. Box 1670, Modesto, CA 95353,  
(209) 525-5250 or (209) 525-5260

Sutter.....433 Second Street, Yuba City, CA 95991, (530) 822-7134

Tehama .....Courthouse, 633 Washington Street, Room 11, or  
P.O. Box 250, Red Bluff, CA 96080, (530) 527-3350

Trinity .....11 Court Street, or P.O. Box 1215, Weaverville, CA 96093, (530) 623-1215

Tulare .....County Civic Center, 221 South Mooney Boulevard, Room 103, Visalia, CA 93291  
(559) 636-5050

Tuolumne .....2 South Green Street, 3<sup>rd</sup> Floor, Sonora, CA 95370, (209) 533-5531

Ventura .....Hall of Administration, Main Plaza, 800 S. Victoria Avenue, Ventura, CA 93009  
(805) 654-3665

Yolo .....625 Court Street, Room B01, or P.O. Box 1130, Woodland, CA 95776,  
(530) 666-8130

Yuba .....915 Eighth Street, Suite 107, Marysville, CA 95901, (530) 749-7850

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\*\* Birth and Death Certificates