



# Death Certificate Application

To obtain any Minnesota death certificate, Minnesota law requires you to supply the information on this form, 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 locate the requested death record

<b>Deceased Person</b>	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 <b>MN</b>
	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 – this information is required by law

<b>Requester</b>	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.  Person providing proof that they need a death certificate for the determination or protection of a personal or property right.
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*)
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. (Best practice: wait until family has verified death record).

### 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)
<b>Notary Public</b>	Signed or attested before me on _____ day of _____, 20_____	
	Printed name of notary public	
	Notary public signature	My commission expires
		Notary stamp/seal



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Quantity and cost – make checks payable to: Hennepin County Treasurer. Checks returned for non-payment will result in a \$30 charge to you	Quantity	Fee	Total
One certified death certificate with cause information		\$13	
Death certificate without cause of death information—records 1997 to present		\$13	
<b>How many extra copies do you want?</b> Additional copies are \$6 each at the time of this purchase		\$6	
VA certificates are for Veterans Affairs related purposes only		\$0	\$0
<b>How do you want your request processed?</b>		<b>Fee</b>	
Standard – your request processed in the order received		\$0	\$0
Faster – your request goes ahead of standard requests <b>(Does not include return overnight mail delivery) * In addition to fees above</b>		\$20	
You must pay the full amount for the records and services that you ask for. <b>Fees are due at the time of application and are non-refundable.</b> <i>Minnesota Statutes, section 144.226.</i>			<b>Total due:</b>
<b>Send application and payment to Hennepin County Vital Records Office:</b>			
Vital Records Office Hennepin County Government Center 300 South 6 <sup>th</sup> St, MC-678B Minneapolis MN 55487-0678  FAX # 612-348-2010			
<b>If you have questions, please contact us at <a href="mailto:vitalrecords@hennepin.us">vitalrecords@hennepin.us</a> or call 612-348-8919</b>			

Office use only		
DCN/Certificate# _____	Number of copies _____	Initials _____
ID type _____	Amount \$ _____	Issue date _____
ID # _____		