

# Death Certificate Application

To obtain any Minnesota death certificate, you must fill out the information on this form. You must also 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 find 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 - by law you must supply this information

<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:

- A child of the subject
- The parent of the subject
- The sibling of the subject
- The spouse on the record
- The grandparent of the subject
- The grandchild of the subject
- Subject's personal representative: the certified death certificate is required for the administration of the estate
- Successor of the subject; the certified death certificate is required for the administration of the estate
- Trustee of a trust; the certified death certificate is required for the proper administration of the trust
- Determination or protection of a personal or property right (*You must submit documentation showing this relationship*)
- Adoption agency — to complete post-adoption search (*Employee ID required*)
- 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:
- 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
- Local/state/tribal/federal governmental agency (*Employee ID required*) (Best practice: wait for family to verify death record).
- 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.
- I represent the Department of Veterans Affairs.

## 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

# Death Certificate Application

Name of person completing this application			
<b>How many certified death certificates do you want?</b>		<b>Fee</b>	<b>Death certificates</b>
One certified death certificate		\$13	
Extra copies are \$6 each <i>if you buy them at the same time as you buy one at \$13.</i>	# of extra copies	x \$6	
<b>How many VA death certificates do you want?</b>		<b>Fee</b>	<b>VA certificates</b>
VA death certificates are for Veterans Affairs related purposes only	# VA certificates	\$0	\$0
<b>How do you want us to send your order?</b>		<b>Fee</b>	<b>Choose delivery</b>
Regular First-Class Mail®		\$0	
United States Postal Service (USPS®) Priority Mail Express®		\$26.95	
<b>Fees are due with the application and are non-refundable. Minnesota Statutes, section 144.226.</b>			<b>Total due</b>
Total due = costs of death certificate(s) + delivery			
<b>How do you want to pay?</b>			
<input type="checkbox"/> <b>Credit card</b> MasterCard/VISA/Discover	Cardholder name	Valid thru MM/YY	
	Card number	3-digit security code	
<input type="checkbox"/> <b>Check</b>	Check #	<b>Make check or money order payable to the Meeker County Treasurer's Office and send by mail with application.</b> <b>DO NOT SEND CASH.</b> Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. <i>Minnesota Statutes, section 604.113, subdivision 2</i>	
<input type="checkbox"/> <b>Money order</b>	Money order #		
<b>Send your application and payment</b>			
<b>By mail</b> Meeker County Treasurer's Office 325 North Sibley Ave Litchfield, MN 55355-2155  <b>By fax</b> 320-693-5217 <b>By email</b> meeker.treasurer@co.meeker.mn.us Email & Fax with Credit Card Information Only	The Office of Vital Records returns applications that are <ul style="list-style-type: none"> <li>▪ Incomplete</li> <li>▪ Not signed in front of a notary public</li> <li>▪ Not paid in full at the time of application</li> </ul>		

If you have questions, please contact us at [meeker.treasurer@co.meeker.mn.us](mailto:meeker.treasurer@co.meeker.mn.us) or call 320-693-5345.