# **DEPARTMENT OF HEALTH SERVICES**

Division of Public Health F-05280 (Rev. 07/15)

## STATE OF WISCONSIN Chapter 69.21 Wis.Stats.

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# WISCONSIN DEATH CERTIFICATE APPLICATION

(for Mail or In-Person Requests)

TYPE or PRINT.

**PENALTIES:** Any person who willfully and knowingly makes a false application for a death certificate is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1)]. Any person who willfully and knowingly obtains a death certificate for fraudulent purposes is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1), Wis. Stats.].

tine of no	of more than \$10,000 or imprisonment of not mor	e than 3 years and	6 months, or both,	per s. 69.24	i(1), wis. Stats.]				
TION	YOUR CURRENT NAME - First		Middle	<b>Э</b>					
ORMA	YOUR <b>STREET</b> ADDRESS ( <i>CANNOT</i> be a P.O. Box address) A			MAIL TO ADDRESS (if different than street address)			ss) Apt. No.		
APPLICANT INFORMATION	City	State	ZIP Code	City	City		State	ZIP Code	
LICAN	YOUR DAYTIME TELEPHONE NUMBE	EMAIL ADDRESS							
I. APF	TYPE OF CURRENT VALID PHOTO ID (See item 3, on page 2.)	D PHOTO ID NUMBER			STATE OF ISSUA		CE EXPIRATION DATE		
O TE	According to Wisconsin Statute, a CERTIFIED copy of a death certificate is only available to those with a "direct and tangible interest." (See item 1 on page 2.)								
II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE	Check one box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the death certificate.  A. I am a member of the immediate family of the person named on the death certificate. CHECK one of the following:  Parent (My name is on the death certificate and my parental rights have not been terminated) Current Spouse  Brother / Sister Grandparent Child Current Domestic Partner (registered in the Wis. Vital Records System)  NOTE: Grandchildren, step-parents, step-children, step-brothers/step-sisters may only obtain certified copies as categories B and C.  B. I am a representative, authorized in writing, by any of the aforementioned (category A). (The written and notarized authorization meaccompany this application.)  Specify the person you represent:  C. I can demonstrate that the information from the death certificate is necessary for the determination or protection of a personal or property right for myself/my client/my agency. (Proof is required.)  Specify your interest.								
D. None of the above. I am requesting an uncertified copy. (Copy will not be valid for legal purposes.)  PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:									
III. FEES	FEE IS NOT REFUNDABLE IF NO RECORD REQUIRED SEARCH FEE (In Fact of Death (without OR Extended Fact of Death EACH ADDITIONAL COPY (is Fact of Death Extended Fact of Death Extended Fact of Death Extended Fact of Death State For deaths that occurred before 2003,	cludes one copy ut cause of death ath (with cause of sued at the sam ath	, if found.) n) (sufficient for roof death) (for inso e time as the firs	nost finan urance ber st copy)	cial transaction nefit claims) Numbe	er of Additional Co	X \$ pies X \$	3.00 3.00 OTAL	
Mailvo			nomalically receive	exteriueu i	act of death unle	ss specified other	wise.		
Mail your application materials and fee to:  Be sure to include: ☐ completed form, ☐ acceptable identification, ☐ payment, ☐ self-addressed, stamped, business-size envelope, and ☐ any additional proof or authorization required									
DEATH RECORD NFORMATION	NAME OF DECEDENT - First Mic	ldle		Last				OF DEATH (MM/DD/YYYY)	
	PLACE OF DEATH - City, Village, or Township * PLACE OF DEATH - County DECEDENT'S SOCIAL SECURITY NUMBER						ECURITY NUMBER *		
DEATH	DECEDENT'S AGE / BIRTHDATE * DE	CEDENT'S OCC	CUPATION *	NAME O	NAME OF DECEDENT'S SPOUSE *				
.VI	NAME OF DECEDENT'S PARENT * (Fire	st / Middle / BIRT	TH Last Name)	·					
	y attest that the information provided o				of my knowle	dge and belief	and that I ar	n entitled to copies of	
	the requested death certificate in accordance with the categories listed above.  SIGNATURE (Applicant)  Date Signed (MM/DD/YYYY)								
>									

F-05280 (Rev. 07/15)

## 1. What is the difference between a "certified" and an "uncertified" copy of a death certificate?

A **certified** copy of a death certificate issued by a Wisconsin Vital Records Office will have a raised seal, will show the signature of the State or Local Registrar, and will be printed on security paper. A certified copy may be required to settle an estate or to claim insurance benefits.

State law restricts who may obtain a **certified** copy of a death certificate. A **certified** copy can only be issued to those people with a "direct and tangible interest" (section II, categories A – C) which means the following people:

- An immediate family member defined as a parent (whose name is on the death certificate and whose parental rights have not been terminated), current spouse, brother, sister, grandparent, child, or current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wis. Stats.) of the subject of the record (section II, category A).
- NOTE: Grandchildren, step-parents, step-children, step-brothers and step-sisters can only obtain certified copies as section II, categories B and C.
- A person authorized in writing by one of the above. A written and notarized authorization must be attached to this application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category B).
- A person who can demonstrate that the death certificate is required to determine or to protect a personal or property right (section II, category C). Proof is required.

If you do not meet one of the above criteria, you cannot receive a certified copy of a death certificate.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as claiming insurance benefits (section II, category D).

- For pre-2003 death certificates, an uncertified copy of a death certificate will contain the same information as a certified copy.
- For death certificates 2003 to the present, only persons named in categories A C on the previous page may have access to information which includes cause of death.

	PRE-2003 DEATH CERTIFICATES	2003 TO PRESENT DEATH CERTIFICATES		
CERTIFIED COPY  A certified copy has a raised seal, will show the signature of the State Registrar, and will be printed on security paper. It can be used for legal purposes, such as settling an estate or claiming insurance benefits.	TYPE OF CERTIFICATE AVAILABLE Extended Fact of Death *  TYPE OF RECIPIENT Must have a "direct and tangible interest"	TYPE OF CERTIFICATE AVAILABLE Fact of Death ** Extended Fact of Death *  TYPE OF RECIPIENT Must have a "direct and tangible interest"		
UNCERTIFIED COPY  (An uncertified copy is for informational purposes only; It CANNOT be used for legal purposes.)	TYPE OF CERTIFICATE AVAILABLE Extended Fact of Death *  TYPE OF RECIPIENT Anyone	TYPE OF CERTIFICATE AVAILABLE Fact of Death **  TYPE OF RECIPIENT Anyone		

<sup>\*</sup> Extended Fact of Death Certificate. Cause of death included; can be used for insurance benefit claims.

## 2. How long will it take to process my request?

Copies of death certificates are available from the State Vital Records Office no less than 3 weeks from the date of the death.

## **Applying in Person**

- Requests for certified copies of death certificates are usually completed within 2 business hours of application, if the death certificate is on file
- Requests for uncertified copies of death certificates are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 1 month to complete.

#### **Applying by Mail**

- Requests for certified copies of death certificates may take up to 2 weeks plus mail time to complete.
- Requests for uncertified copies of death certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 1 month plus mail time.

#### 3. What identification is required when applying for a death certificate?

A photocopy of the applicant's ID as listed below must be submitted with all mail applications. ID as listed below is required when applying in-person.

At least one form of ID must show your name and address. Expired cards or documents will not be accepted.

Acceptable forms of identification are:

#### One of these:

#### OR

#### Two of these:

- Wisconsin driver's license
- Wisconsin ID card
- Out-of-state driver's license or ID card

- US government issued photo ID
- Passport
- Check book/bank statement
- Health insurance card
- Current, dated, signed lease
- Utility bill or traffic ticket
- Paycheck or earnings statement

If you have questions regarding this form, please call or visit our website at

<sup>\*\*</sup> Fact of Death Certificate. No cause of death included; can be used for banking and most other financial transactions.