**Death Certificate Request Letter – Instructions**

1. Address the letter to the appropriate city or county clerk.

2. State your relationship to the deceased person. Most offices will not release copies of the death certificate to non-family members of the deceased.

3. Provide as much information as you know regarding the deceased person’s full name, their sex, their father’s and mother’s full names, their mother’s maiden name, and the date and place of death. Providing this information will help the clerk’s office locate the correct death certificate.

4. Provide the clerk’s office with a postage-paid envelope for return of the death certificate, and a check in the correct amount for however many copies of the death certificate you are requesting.

5. Provide your contact information in the event that the clerk’s office has any questions regarding your request.