

Instructions for Death Certificate Order Form

Carefully read these instructions before completing and submitting the Death Certificate Order Form. Chapter 70.58A RCW and Chapter 246-491 WAC requires all applicants to be a qualified applicant, provide identity and proof of eligibility documentation, and provide required information to order a death certificate.

Checklist for completing the Death Certificate Order Form:

- Complete all fields on the death certificate order form, sign, and date
- A copy of your identity document(s)
- A copy of your proof of eligibility document(s)
- Visa or Mastercard, **Cashier** Check or money order made payable to KPHD. No personal checks accepted.
- Send the order form, all documents, and nonrefundable payment to:

Kitsap Public Health District
Vital Records
345 6th Street, Suite 300
Bremerton, WA 98337

What is a qualified applicant?

A qualified applicant is a person who is eligible to receive a certificate.

Who are the qualified applicants for a long form death certificate?

Qualified applicants for a long form death certificate are: Spouse/Domestic Partner, Child, Parent, Stepparent, Stepchild, Sibling, Grandparent, Grandchild, Great Grandparent, Legal Guardian, Legal Representative, Authorized Representative, Next of Kin (if no one else from this list is living), Funeral Director or Funeral Establishment listed on the record (up to 12 months from the date of death), or Government Agency or the Courts (only for official duties).

Who are the qualified applicants for a short form death certificate?

Qualified applicants for short form death certificates are the same as the long form death certificates, plus these additional qualified applicants: A title insurer or title insurance agent handling a transaction involving real property, or a person that demonstrates the certificate is necessary for a determination related to the death or protection of a personal or property right related to the death.

Are you one of the qualified applicants listed above to the death certificate you are requesting?

If yes, continue. You will need to provide identity and proof of eligibility documentation.

****If you are not one of the listed above, STOP. You will not receive a WA State death certificate****

What is proof of eligibility documentation?

Proof of eligibility documentation are documents that link you to the requested death certificate.

1. If you are listed on the record and your identity documentation sufficiently links you to the record (i.e., parents), your proof of eligibility requirement is met.
2. If you are not listed on the record or your identity documentation doesn't sufficiently link you to the record, you must provide additional documentation to prove eligibility.

What documents will the Kitsap Public Health (KPHD) accept to prove eligibility?

KPHD will accept the following documents to prove eligibility:

- Copies of vital records such as certifications of birth, death, marriage, and divorce from this or another jurisdiction that link you to the requested record
- Copies of certified court orders from a court of competent jurisdiction linking you to the record (i.e., legal representative)
- Document or letter from a government agency or courts stating the certification will be used in the conduct of official duties (for government and court officials only)

View the [Proof of Eligibility Matrix \(wa.gov\)](#) for examples of how to prove qualifying relationship.

What identity documentation will KPHD accept?

KPHD will accept a copy of:

- One government issued identity document (must contain photo, full name, and date of birth) that is current or expired less than 60 days; or
- If you do not have a government issued identity document, then at least two alternate documents from the alternate list. The alternate documents must contain matching first and last names and addresses, or in combination contains full name, date of birth, and photograph.

View the list of [Acceptable List of Identity Documents](#)

What information is required?

The following information is required as it appears on the death certificate:

- First and last name of the decedent
- Date of death (month and year)
- City or county where the death occurred

What is the difference between the long form death certificate and the short form death certificate?

The long form death certificate contains cause and manner of death information and social security number of the decedent. This product might be needed to close out bank accounts or claim benefits such as life insurance policies.

The short form death certificate is a new product being offered only for deaths that were registered electronically starting January 1, 2018 to present. It does not contain cause and manner of death information or social security number of the decedent. This product might be needed for transferring titles (e.g., vehicles), real estate transactions, and probate cases.

Check with the agency or business where you will be using the certificate to know what information it must include prior to purchasing it.

What if I cannot provide the required documents to prove eligibility, do not have identity documents from the acceptable list, or know the required information?

If you are unable to meet the requirements, you may submit a request for an exception. This process allows the applicant to explain why you are unable to provide the required documentation or information.

What address do I put on the order form?

The address you provide on the order form must be the address you are REGISTERED to receive mail at. If that is not an option, put the name of the individual registered at the address and then put "in care of" before your name (Ex. John Doe C/O Jane Doe, 101 Israel Rd SE, Tumwater, WA 98502). If filling in the form by hand, please print clearly to avoid delay in processing.

What form of payment is accepted?

We accept Visa or Mastercard, *cashier* checks or money orders for requests mailed to Kitsap Public Health. Make sure your check or money order is made payable to KPHD.

Important Note: No refunds will be given if a record could not be located or the documentation you provided did not prove you were eligible to receive a death certificate.

For more information about vital records, please visit the Department of Health website at <https://www.doh.wa.gov/LicensesPermitsandCertificates/BirthDeathMarriageandDivorce>.



DEATH CERTIFICATE MAIL ORDER FORM

DO NOT USE ANY UNAPPROVED THIRD-PARTY VENDOR TO OBTAIN THIS FORM. DO NOT PAY A FEE FOR THIS FORM

MAIL ORDERS TO:
Kitsap Public Health
Vital Records
345 6th Street, Suite 300
Bremerton, WA 98337

**MAKE CASHIER CHECKS & MONEY
ORDERS PAYABLE TO: KPHD
NO REFUNDS**

APPLICANT INFORMATION	NAME OF PERSON/COMPANY ORDERING CERTIFICATE (S):			
	ADDRESS SENDING CERTIFICATE (S) TO: <small>(STREET ADDRESS REQUIRED FOR FEDEX ORDERS)</small>			
	CITY:	STATE:	ZIP CODE:	COUNTRY:
	DAYTIME TELEPHONE NUMBER:	EMAIL ADDRESS:		

To receive a death certificate, you must indicate your relationship to the registrant below and sign the sworn statement that you are authorized to receive the certificate.					
SELECT RELATIONSHIP	<input type="checkbox"/> SPOUSE/DOMESTIC PARTNER	<input type="checkbox"/> CHILD	<input type="checkbox"/> PARENT	<input type="checkbox"/> STEPPARENT	<input type="checkbox"/> STEPCCHILD
	<input type="checkbox"/> SIBLING	<input type="checkbox"/> GRANDPARENT	<input type="checkbox"/> GRANDCHILD	<input type="checkbox"/> GREAT GRANDPARENT	<input type="checkbox"/> LEGAL GUARDIAN
	<input type="checkbox"/> LEGAL REPRESENTATIVE	<input type="checkbox"/> AUTHORIZED REPRESENTATIVE	<input type="checkbox"/> COURTS	<input type="checkbox"/> GOVERNMENT AGENCY	
	<input type="checkbox"/> SHORT FORM ONLY: TITLE INSURER/TITLE INSURANCE AGENT				
	<input type="checkbox"/> SHORT FORM ONLY: DETERMINATION RELATED TO THE DEATH/PROTECTION OF A PERSONAL/PROPERTY RIGHT RELATED TO THE DEATH				
	<input type="checkbox"/> FUNERAL DIRECTOR/FUNERAL ESTABLISHMENT WITHIN 12 MONTHS FROM DATE OF DEATH				
<input type="checkbox"/> PERSON WHO HAS RIGHT TO CONTROL DISPOSITION OF REMAINS UNDER RCW 68.50.160 NAMED ON THE RECORD					

DEATH RECORD DETAILS	FIRST NAME(S):	FULL MIDDLE NAME(S):	LAST NAME(S):
	APPROXIMATE DATE OF DEATH: <small>(MONTH & YEAR)</small>		CITY OR COUNTY OF DEATH:
	OTHER NAMES, IF KNOWN <small>(EX. MAIDEN NAME, MARRIED NAMES, PARENTS NAMES, ETC.):</small>		SPOUSE(S), IF KNOWN:
	DATE OF BIRTH, IF KNOWN:	PLACE OF BIRTH, IF KNOWN:	

I have included a copy of my identity document(s), my proof of eligibility document(s), and the required nonrefundable fee. See instructions for more information.

By signing this form, I declare under penalty of perjury under the laws of the state of Washington that the information I have provided is true and correct. Further, be advised that willfully providing a false statement to vital records for a certificate is a gross misdemeanor under Washington law, RCW 70.58A.590(2).

SIGNATURE (APPLICANT)

DATE SIGNED: (MM/DD/YYYY)

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	CARD NUMBER: _____	SECURITY CODE: _____	EXPIRATION DATE: _____
CHIP ON CARD: <input type="checkbox"/> YES <input type="checkbox"/> NO		CARDHOLDER ZIP CODE: _____		

FEES: Check the box to select order type then enter the quantity.				
<input type="checkbox"/> Total number of certified LONG FORM certificates		x	\$25	=
<input type="checkbox"/> Total number of certified SHORT FORM certificates		x	\$25	=
<input type="checkbox"/> Total number of certified VA certificates <small>(DD-214 required)</small>		x	\$0	= \$0
SHIPPING: (Expedited shipping does <u>NOT</u> mean expedited processing)				
<input type="checkbox"/> Shipping and handling			\$4.50	=
TOTAL AMOUNT DUE				
<small>(ADD THE FEE AMOUNT + SHIPPING FOR TOTAL DUE)</small>				

FOR OFFICE USE ONLY		
<input type="checkbox"/> CALLED	DATE:	INITIALS:
<input type="checkbox"/> EMAILED	DATE:	INITIALS:
<input type="checkbox"/> EMAILED	DATE:	INITIALS: