

## DEATH CERTIFICATES:

Kitsap Public Health District offers certified copies of death certificates on a walk in basis for all deaths occurring in Washington State that have been filed electronically. For a list of counties participating in electronic filing of death records go to: [EDRS Map](#)

<b>BY MAIL</b>	Kitsap Public Health District Attention: Vital Records 345 6th Street, Suite #300 Bremerton, WA 98337-1866
<b>VIA FAX</b>	<b>(360) 813-1446</b>
<b>WALK-IN</b>	3 <sup>rd</sup> floor of the Norm Dicks Government Center located at 345 6th Street in Bremerton. Monday – Friday between the hours of 8 a.m. and 4 p.m.

### *How much will the certificate cost?*

<b>Certificate Fee</b>	\$20.00 per certificate
<b>Postage</b>	Current 1 <sup>st</sup> class postage rate (up to 4 copies: \$0.50, 5-10 copies: \$1.15). Please call (360) 728-2235 for additional rates.
<b>Handling Fee (if mailed)</b>	\$4.00 (per order regardless of number of copies)
<b>Cashier Checks/Money Orders Payable to:</b>	K.P.H.D. ( <b>no personal checks accepted</b> )

### *What information do I need to have to order a death certificate?*

- Full name of deceased.
- Place of death (city or county)
- Date of death.

### *What forms of payment do you accept?*

- VISA or MasterCard
- Debit Cards with a VISA or MasterCard logo
- Cash
- Cashier's Check/Money order (**No Personal Checks**)

### *What hours can I walk-in and get a death certificate?*

Requests for Vital Records will be taken Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m. Walk-in services can be issued the same day or mailed.

### *How long does it take for you to mail the death certificate?*

Applications are processed within 48 hours of receipt and mailed at that time. Overnight delivery is available to most areas at an additional charge. For information on this service call (360) 728-2235.

# Kitsap Public Health District Death Certificate Application

## Instructions:

1. Please print clearly.
2. Certified death certificates will be mailed to the address you enter on the mailing label located at the bottom of this form. If no record is found, we will call or mail a letter.
3. If you have any questions call (360) 728-2235 and ask for Vital Records.

## Requester:

Please check one:

Name: \_\_\_\_\_

\_\_\_\_\_ I will pick up the death certificate(s)

Address: \_\_\_\_\_

\_\_\_\_\_ Please mail the death certificate(s)

\_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ *(if you wish to be called when copies are ready for pickup at our office).*

Email: \_\_\_\_\_

I would like \_\_\_\_\_ copies at \$20.00 each. For mailed copies include a \$4.00 handling fee AND the current 1<sup>st</sup> class postage rate (up to 4 copies: \$0.50, 5-10 copies: \$1.15).

Full name of deceased: \_\_\_\_\_

Date of death \_\_\_\_\_ Date of Birth (if known) \_\_\_\_\_ Place of death: \_\_\_\_\_

*Please call (360) 728-2235 for additional rates per order.*

**Make Cashier's check/Money order payable to K.P.H.D.**

## **No Personal Checks Accepted**

Paying with a Credit Card?

Visa  MasterCard Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code: (CSV) \_\_\_\_\_ Chip card Y/N \_\_\_\_\_ Card Holder Zipcode: \_\_\_\_\_

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For office use only:

DATE PD \_\_\_\_\_ AMOUNT \_\_\_\_\_ CASHIER'S CHECK/MONEY ORDER \_\_\_\_\_ Credit Card \_\_\_\_\_

RECEIPT # \_\_\_\_\_ LOG # \_\_\_\_\_