

Applicant (Person or Agency requesting certified copy) Information & Mailing Address:

- Print or type your complete name and address.

NOTE: If mailed, this box is used as a mailing label for your copies.

Phone Number:

- Print or type your complete telephone number including area code.

Applicant Information: Person or Agency requesting Certified Copies:

Please place a check in the appropriate box describing your relationship to the person named on the certificate.

NOTE: A valid government issued photo ID is required for requesting authorized certified copies.

The California Health and Safety code, Section 103526, permits only authorized persons as defined below to receive certified copies of death records. If you are not an authorized person, a certified informational copy is available. Imprinted on the face of the copy will be **"INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."** (Sworn Statement & Notary not required for a certified informational copy.)

Per the Health and Safety code, section 103526(c) the following are authorized persons to purchase a certified copy of a death certificate:

- Any agent or employee of a funeral establishment who acts within the course and scope of his or her employment and who orders certified copies of a death certificate on behalf of an individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code.
- A parent or legal guardian of the registrant.
- A child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant.
- A party entitled to receive the record as a result of a court order.
- A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business.
- An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate.
- An executor of the registrant's estate.

103526(b) Other; Any person or agency not authorized per the above will receive a certified informational copy.

Death Certificate Information:

Print or type number of copies requested. (At this time, only cash, checks or money orders are accepted.)

Print or type name of person on the certificate.

Print or type date of death.

Print or type city of death.

Print or type mother's maiden name.

Sworn Statement:

DO NOT COMPLETE THIS PORTION UNTIL YOU ARE WITH THE NOTARY PUBLIC WHO WILL PREPARE THE CERTIFICATE OF ACKNOWLEDGEMENT. Section 103526 of the California Health and Safety Code requires anyone requesting an authorized certified copy of a death record to complete and sign a sworn statement under penalty of perjury. Any agent or employee of a funeral establishment ordering death certificates on behalf of an authorized individual is not required to provide a notarized sworn statement. They are; however, required to complete and sign the sworn statement on the application form.

Certificate of Acknowledgement:

Complete entire application then take to a notary public. Complete and sign the sworn statement in front of the notary public. Request the notary to acknowledge your signature in the sworn statement.

Mail ALL copies of the application form and appropriate fees with check or money order ONLY payable to:

**Sacramento County Vital Records
7001 East Parkway, Suite 650
Sacramento, CA 95823**

**Information line:
(916) 875-5345**

Note: Sacramento County does not hold pending orders; Sacramento County does not verify amended orders. All orders will be processed per Health and Safety code 103625 and 103650.

Sacramento County Vital Records is not responsible for lost, stolen or misdirected mail. As an option, attach a paid certified envelope to ensure delivery of your request.