

**Wayne Township Health Department
Division of Vital Statistics**

DEATH CERTIFICATE REQUESTS

The Office of Vital Statistics **ONLY** issues death certificates to persons who are the subject's parent, legal guardian, legal representative, spouse, child, grandchild, or sibling if of legal age.

To request a death certificate, you must provide all of the following:

1. The full name of deceased and the date of death.
2. Proof of identity in the form of photographic identification such as a current photo driver's license or passport. If you do not have a photo driver's license or passport, you must provide three alternate forms of identification such as:
 - A non-photo driver's license
 - Vehicle registration
 - Vehicle Insurance Card
 - Voter Registration ID
 - Passport
 - Green Card
 - County ID
 - School ID
 - Utility bill(within the previous 90 days)
 - Bank Statement (within previous 90 days)
 - Tax Return for current or previous year
3. **The fee per certificate is \$10.00.** All mail-in requests must be paid by money order only. In-person requests may only be paid in cash or by money order. ***No personal checks are accepted.***

In order to request a death certificate, you must:

- Be the parent, legal guardian or legal representative, spouse, child, grandchild, or sibling to receive a copy of the record.
- Present proof of your direct relationship in the form of a copy or copies of any of the following documents: a birth certificate(s) which show(s) your relationship, marriage certificate which shows you are a spouse, court order, or power of attorney.
- You must provide all of the items in 1 through 3 above.