Death Certificate

Full Name of Decedent: (first-middle-last)

_____

Date of Death: _____

How many copies? _____

Applicant Name:

_____

Applicant Address: (street and mailing)

_____

_____

Phone #: _____

Indicate your Relationship to the person on requested record below:

- ☐ Spouse
- ☐ Registered Domestic Partner
- ☐ Parent
- ☐ Guardian
- ☐ Descendant _____
- ☐ Attorney of person on record
- ☐ Genealogist ID # _____
- ☐ Name listed as informant, physician or Funeral Director on death certificate.

By signing below, I swear/affirm that the information above is true and correct.

Applicant Signature:

_____

Today's Date: _____

$15 for 1st copy, $6 for each additional copy

Staff use: proof of identity provided by applicant

Applicant must provide one of these:

- ☐ Driver's License
- ☐ Passport
- ☐ Government issued picture I.D.

OR two of these:

- ☐ Utility bills
- ☐ Bank statements
- ☐ Vehicle registration
- ☐ Income tax return
- ☐ Personal Check w/ address
- ☐ A previously issued vital record
- ☐ Letter from government agency requesting record (DHHS, WIC)
- ☐ Department of Corrections I.D. card
- ☐ Social Security Card
- ☐ DD 214
- ☐ Hospital; birth worksheet
- ☐ License/rental agreement
- ☐ Pay stub
- ☐ W-2
- ☐ Voter Registration card
- ☐ Disability award from SSA
- ☐ Other _____

Establishing eligibility to acquire record:

- ☐ Related applicants must provide proof of lineage.
- ☐ Domestic Partners must provide proof of registration of domestic partnership
- ☐ Attorneys must provide a signed, notarized release from family
- ☐ Genealogists must provide a state-issued card

Proof of identity and Payment must be included with all requests.

Payment:

$15 for the first copy of each individual record, $6 for each additional copy of same record acquired in this request. IF REQUESTING BY MAIL, A SELF-ADDRESSED STAMPED ENVELOPE MUST BE INCLUDED AT TIME OF REQUEST, and only money orders accepted.

Town of Old Orchard Beach
Town Clerk's Office
1 Portland Avenue
Old Orchard Beach, ME 04064

Phone 207-934-4042

Office Hours: Monday-Friday   8 a.m. to 4 p.m.

Tuesday   8 a.m. to 6 p.m.

We do not retain copies of proof of identity provided or note any specific numbers after request is completed.