

## WISCONSIN DEATH CERTIFICATE APPLICATION

Check # \_\_\_\_\_

**PENALTIES:** Any person who wilfully and knowingly makes a false application for a death certificate shall be fined not more than \$1,000 or imprisoned not more than 90 days, or both, per s. 69.24(2), Wis. Stats. Any person who wilfully and knowingly obtains a death certificate for fraudulent purposes is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1), Wis. Stats.].

<b>I. APPLICANT INFORMATION</b>	<b>The information in Section I is about the person completing this application.</b>						
	YOUR CURRENT NAME - First			Middle	Last		YOUR DAYTIME TELEPHONE NO. (      )
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address)			Apt. No.	MAIL TO ADDRESS (if different CAN be a PO Box address)		Apt. No.
	City, Village, or Township		State	ZIP Code	City	State	ZIP Code
TYPE OF CURRENT VALID PHOTO ID <i>(See item 3, page 2.)</i>		PHOTO ID NUMBER			STATE OF ISSUANCE	EXPIRATION DATE	

<b>II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE</b>	<p>According to Wisconsin Statute, a CERTIFIED copy of a death certificate is only available to those with a "direct and tangible interest" (categories A – D below.) You may select to receive an uncertified copy if you just need a copy for informational purposes OR if you do not meet the criteria for categories A-D. In that case, you may check category E below. (See item 1 on page 2 for more details.)</p> <p style="text-align: center;"><b>Check one box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the death certificate.</b></p> <p><input type="checkbox"/> A. I am a <b>member of the immediate family</b> of the person named on the death certificate. (Only those listed below qualify as immediate family.)  <small>NOTE: Grandchildren, step-parents, step-children, step-brothers/step-sisters may only obtain certified copies as section II, categories B – D.</small></p> <p>CHECK ONE.    <input type="checkbox"/> Parent (whose name is on the death certificate and whose parental rights have <u>not</u> been terminated)  <input type="checkbox"/> Current Spouse    <input type="checkbox"/> Brother / Sister    <input type="checkbox"/> Grandparent    <input type="checkbox"/> Child    <input type="checkbox"/> Current Domestic Partner (registered in the Wis. Vital Records System)</p> <p><input type="checkbox"/> B. I am the <b>legal custodian or guardian</b> of the person named on the death certificate. (Legal proof is required. See item 1 on page 2.)</p> <p><input type="checkbox"/> C. I am a <b>representative, authorized</b> in writing, by any of the above check boxes (categories A and B). (The written and notarized authorization must be attached to this application. See item 1 on page 2.)                  Specify the person you represent: _____</p> <p><input type="checkbox"/> D. I can demonstrate that the information from the death certificate is necessary for the <b>determination or protection of a personal or property right</b> for myself/my client/my agency. (Proof is required.)                  Specify your interest. _____</p> <p><input type="checkbox"/> E. None of the above. I am requesting an uncertified copy. Copy will not be valid for legal purposes. See Item 1 on page 2.</p>					
	<p><b>PURPOSE FOR WHICH CERTIFICATE IS REQUESTED</b> (Specify. This information will assist us in processing your request.)</p>					

<b>III. FEES</b>	<b>FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED.</b>					
	SEARCH FEE (Includes one copy) ..... \$ 20.00    \$20.00					
	<input type="checkbox"/> Fact of Death (without cause of death) (sufficient for most financial transactions) OR <input type="checkbox"/> Extended Fact of Death (with cause of death) (for insurance benefit claims) *					
	<p><b>EACH ADDITIONAL COPY</b> (issued at the same time as the first copy)</p> <p><input type="checkbox"/> Fact of Death ..... X \$ 3.00 _____  <small style="margin-left: 400px;">Number of Additional Copies</small></p> <p><input type="checkbox"/> Extended Fact of Death ..... X \$ 3.00 _____  <small style="margin-left: 400px;">Number of Additional Copies</small></p> <p>* For deaths that occurred before 2003, the applicant will automatically receive extended fact of death unless specified otherwise. <span style="float: right;"><b>TOTAL \$</b> _____</span></p>					

Make check or money order payable to: <b>Winnebago Co. Register of Deeds</b>	Be sure to include (1) completed form, (2) acceptable identification, (3) any additional proof or authorization required, (4) self-addressed, business-size envelope, and (5) check or money order <b>Mail to:</b> <b>Winnebago County Register of Deeds 415 Jackson Street, PO Box 2808 Oshkosh, WI 54903</b>
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<b>DEATH RECORD INFORMATION</b>	FULL NAME OF DECEDENT (First / Middle / Last)			DATE OF DEATH (Month / Day / Year)		
	PLACE OF DEATH – City, Village, or Township *		PLACE OF DEATH - County	DECEDENT'S SOCIAL SECURITY NUMBER *		
	DECEDENT'S AGE / BIRTHDATE *		DECEDENT'S OCCUPATION *	NAME OF DECEDENT'S SPOUSE *		
	NAME OF DECEDENT'S MOTHER * (First / Middle / BIRTH Last Name)			NAME OF DECEDENT'S FATHER * (First / Middle / BIRTH Last Name)		

I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested death certificate in accordance with the categories listed above.	
SIGNATURE - Applicant (person named in section I, who is completing this application)	Date Signed (Month / Day / Year)

**Important: If you do not sign and date this form above ↑, your request cannot be processed.**

**1. What is the difference between a “certified” and an “uncertified” copy of a death certificate?**

A **certified** copy of a death certificate issued by the Local Vital Records Office will have a raised seal, will show the signature of the Local Registrar, and will be printed on security paper. A certified copy may be required to settle an estate or to claim insurance benefits.

State law restricts who may obtain a **certified** copy of a death certificate. A **certified** copy can only be issued to those people with a “direct and tangible interest” (section II, categories A – D) which means the following people:

- An immediate family member defined as a parent (whose name is on the death certificate and whose parental rights have not been terminated), current spouse, brother, sister, grandparent, child, or current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wis. Stats.) of the subject of the record (section II, category A).
- NOTE: Grandchildren, step-parents, step-children, step-brothers and step-sisters can only obtain certified copies as section II, categories B – D.
- The legal custodian or guardian of the person named on the death certificate. Legal proof, e.g., a court order of custody or guardianship, is required (section II, category B).
- A person authorized in writing by one of the above. A written and notarized authorization must be attached to this application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category C).
- A person who can demonstrate that the death certificate is required to determine or to protect a personal or property right (section II, category D). Proof is required.

If you do not meet one of the above criteria, you cannot receive a **certified** copy of a death certificate.

An **uncertified** copy is **not** acceptable for legal purposes, such as claiming insurance benefits (section II, category E).

- For pre-2003 death certificates, an **uncertified** copy of a death certificate will contain the same information as a certified copy.
- For death certificates 2003 to the present, only persons named in categories A – D on the previous page may have access to information which includes exact cause of death.

	PRE-2003 DEATH CERTIFICATES	2003 TO PRESENT DEATH CERTIFICATES
<b>CERTIFIED COPY</b>  A certified copy has a raised seal, will show the signature of the Local Registrar, and will be printed on security paper. It can be used for legal purposes, such as settling an estate or claiming insurance benefits.)	<u>TYPE OF CERTIFICATE AVAILABLE</u> Extended Fact of Death *  <u>TYPE OF RECIPIENT</u> Must have a “direct and tangible interest”	<u>TYPE OF CERTIFICATE AVAILABLE</u> Fact of Death ** Extended Fact of Death *  <u>TYPE OF RECIPIENT</u> Must have a “direct and tangible interest”
<b>UNCERTIFIED COPY</b>  (An uncertified copy is for informational purposes only; It CANNOT be used for legal purposes.)	<u>TYPE OF CERTIFICATE AVAILABLE</u> Extended Fact of Death *  <u>TYPE OF RECIPIENT</u> Anyone	<u>TYPE OF CERTIFICATE AVAILABLE</u> Fact of Death **  <u>TYPE OF RECIPIENT</u> Anyone
* <b>Extended Fact of Death Certificate.</b> Cause of death included; can be used for insurance benefit claims. ** <b>Fact of Death Certificate.</b> Exact cause of death omitted; can be used for banking and most other financial transactions.		

**2. How long will it take to process my request?**

- **Applying in Person**
  - In-person requests for **certified** and **uncertified** copies of death certificates are usually completed within a few minutes of application if the death certificate is on file.
- **Applying by Mail**
  - Requests for **certified** and **uncertified** copies of death certificates are usually processed the same day they are received.

**3. What identification is required when applying for a certified or uncertified copy of a death certificate?**

A photocopy of the applicant’s current ID as listed below must be submitted with **all** mail applications.

A current ID as listed below is required when applying in-person.

The acceptable forms of identification are:

<b>One of these:</b>	<b>OR</b>	<b>Two of these:</b>
Wisconsin driver’s license		Government-issued employee ID card or badge with photo
Wisconsin photo ID		Major Credit Card
Out-of-state driver’s license or photo ID card		Health Insurance Card
		Recent dated, signed lease
		Recent utility bill or traffic ticket

**At least one form of ID must show your current name and current address. Expired cards or documents will not be accepted.**