



## Instructions for Death Certificate Order Form

Carefully read these instructions before completing and submitting the Death Certificate Order Form. Chapter 70.58A RCW and Chapter 246-491 WAC requires all applicants to be a qualified applicant, provide identity and proof of eligibility documentation, and provide required information to order a death certificate.

### Checklist for completing the Death Certificate Order Form:

- Complete all fields on the death certificate order form, sign, and date
- A copy of your identity document(s)
- A copy of your proof of eligibility document(s)
- Check or money order made payable to DOH (certificate purchases are **non-refundable**)

### Send the order form, all documents, and payment to:

Okanogan County Public Health District (OCPHD)  
1234 2<sup>nd</sup> Ave South  
Okanogan, WA 98840

### If submitting the order form with a correction request, send all documents and payment to:

Center for Health Statistics  
Attn: Corrections  
PO Box 47814  
Olympia, WA 98504-7814

### What is a qualified applicant?

A qualified applicant is a person who is eligible to receive a certificate.

### Who are the qualified applicants for a long form death certificate?

Qualified applicants for a long form death certificate are: Spouse/Domestic Partner, Child, Parent, Stepparent, Stepchild, Sibling, Grandparent, Grandchild, Great Grandparent, Legal Guardian, Legal Representative, Authorized Representative, Next of Kin (if no one else from this list is living), Funeral Director or Funeral Establishment listed on the record (up to 12 months from the date of death), or Government Agency or the Courts (only for official duties).

### Who are the qualified applicants for a short form death certificate?

Qualified applicants for short form death certificates are the same as the long form death certificates, plus these additional qualified applicants: A title insurer or title insurance agent handling a transaction involving real property, or a person that demonstrates the certificate is necessary for a determination related to the death or protection of a personal or property right related to the death.

### Are you one of the qualified applicants listed above to the death certificate you are requesting?

If yes, continue. You will need to provide identity and proof of eligibility documentation.

**\*\*If you are not one of the listed above, STOP. You will not receive a WA State death certificate\*\***

### What is proof of eligibility documentation?

Proof of eligibility documentation are documents that link you to the requested death certificate.

1. If you are listed on the record and your identity documentation sufficiently links you to the record (i.e. parents), your proof of eligibility requirement is met.
2. If you are not listed on the record or your identity documentation doesn't sufficiently link you to the record, you must provide additional documentation to prove eligibility.

### What documents will the Okanogan County Public Health District (OCPHD) accept to prove eligibility?

OCPHD will accept the following documents to prove eligibility:

- Copies of vital records such as certifications of birth, death, marriage, and divorce from this or another jurisdiction that link you to the requested record
- Copies of certified court orders from a court of competent jurisdiction linking you to the record (i.e. legal representative)
- Document or letter from a government agency or courts stating the certification will be used in the conduct of official duties (for government and court officials only)

View the Proof of Eligibility (PDF) for examples of how to prove qualifying relationship at

<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs//422-178-AcceptableProofsOfEligibilityDocument.pdf>

(Revised October 2022)



### What identity documentation will the Okanogan County Public Health District (OCPHD) accept?

OCPHD will accept a copy of:

- One government issued identity document (must contain photo, full name, and date of birth) that is current or expired less than 60 days; or
- If you do not have a government issued identity document, then at least two alternate documents from the alternate list. The alternate documents must contain matching first and last names and addresses, or in combination contains full name, date of birth, and photograph.

View the list of **Acceptable Identity documentation (PDF)** at <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs//422-177-AcceptableProofsOfIdentityDocuments.pdf> (Revised August 2021)

### What information is required?

The following information is required as it appears on the death certificate:

- First and last name of the decedent
- Date of death (month and year)
- City or county where the death occurred

### What is the difference between the long form death certificate and the short form death certificate?

The long form death certificate contains cause and manner of death information and social security number of the decedent. This product might be needed to close out bank accounts or claim benefits such as life insurance policies.

The short form death certificate is a new product being offered only for deaths that were registered electronically starting January 1, 2018 to present. It does not contain cause and manner of death information or social security number of the decedent. This product might be needed for transferring titles (e.g. vehicles), real estate transactions, and probate cases.

Check with the agency or business where you will be using the certificate to know what information it must include prior to purchasing it.

### What if I cannot provide the required documents to prove eligibility, do not have identity documents from the acceptable list, or know the required information?

If you are unable to meet the requirements, you may submit a request for an exception. This process allows the applicant to explain why you are unable to provide the required documentation or information.

### What address do I put on the order form?

The address you provide on the order form must be the address you are REGISTERED to receive mail at. If that is not an option, put the name of the individual registered at the address and then put "in care of" before your name (Ex. John Doe C/O Jane Doe, 101 Israel Rd SE, Tumwater, WA 98502). If filling in the form by hand, please print clearly to avoid delay in processing.

### What form of payment is accepted?

- We accept checks, money orders for requests mailed to OCPHD. Make sure your check or money order is made payable to OCPHD.
- We accept credit card payments in-person or in the OCPHD office only. Please be aware there is a credit card processing vendor fee per transaction. If you would like to order certificates online, please visit our online vital records portal at <https://okanoganwavitals.permitium.com/rod>
- Please do not mail cash with a mailed application.

**Important note: No refunds will be given if a record could not be located or the documentation you provided did not prove you were eligible to receive a death certificate.**

For more information about vital records, please visit the WA DOH website at <https://www.doh.wa.gov/vitalrecords>

**MAIL ORDERS TO:**  
 Okanogan County Public Health District  
 (OCPHD)  
 1234 2<sup>nd</sup> Ave South  
 Okanogan, WA 98840



# DEATH CERTIFICATE ORDER FORM

**MAKE CHECKS or  
 MONEY ORDERS PAYABLE TO:**  
**OCPHD**  
**NO REFUNDS**

<b>APPLICANT INFORMATION</b>	NAME OF PERSON/COMPANY ORDERING CERTIFICATE (S):			
	ADDRESS SENDING CERTIFICATE (S) TO:			
	CITY:	STATE:	ZIP CODE:	COUNTRY:
	DAYTIME TELEPHONE NUMBER:		EMAIL ADDRESS:	

To receive a death certificate, you must indicate your relationship to the registrant below and sign the sworn statement that you are authorized to receive the certificate.

<b>SELECT RELATIONSHIP</b>	<input type="checkbox"/> SPOUSE/DOMESTIC PARTNER	<input type="checkbox"/> CHILD	<input type="checkbox"/> PARENT	<input type="checkbox"/> STEPPARENT	<input type="checkbox"/> STEPCHILD
	<input type="checkbox"/> SIBLING	<input type="checkbox"/> GRANDPARENT	<input type="checkbox"/> GRANDCHILD	<input type="checkbox"/> GREAT GRANDPARENT	<input type="checkbox"/> LEGAL GUARDIAN
	<input type="checkbox"/> LEGAL REPRESENTATIVE	<input type="checkbox"/> AUTHORIZED REPRESENTATIVE	<input type="checkbox"/> COURTS	<input type="checkbox"/> GOVERNMENT AGENCY	
	<input type="checkbox"/> TITLE INSURER/TITLE INSURANCE AGENT – <b>SHORT FORM ONLY</b>				
	<input type="checkbox"/> DETERMINATION RELATED TO THE DEATH/PROTECTION OF A PERSONAL/PROPERTY RIGHT RELATED TO THE DEATH – <b>SHORT FORM ONLY</b>				
	<input type="checkbox"/> FUNERAL DIRECTOR/FUNERAL ESTABLISHMENT – <b>ONLY VALID WITHIN 12 MONTHS FROM DATE OF DEATH</b>				
	<input type="checkbox"/> PERSON WHO HAS RIGHT TO CONTROL DISPOSITION OF REMAINS UNDER RCW 68.50.160 NAMED ON THE RECORD				

All the following fields must be completed to process the order.

<b>DEATH RECORD DETAILS</b>	FIRST NAME(S):	FULL MIDDLE NAME(S):	LAST NAME(S):
	APPROXIMATE DATE OF DEATH: (MONTH & YEAR)		CITY OR COUNTY OF DEATH:
	OTHER NAMES, IF KNOWN (EX. MAIDEN NAME, MARRIED NAMES, PARENTS NAMES, ETC.):	SPOUSE(S), IF KNOWN:	
	DATE OF BIRTH, IF KNOWN:	PLACE OF BIRTH, IF KNOWN:	

- I have included a copy of my identity document(s), my proof of eligibility document(s), and the required non-refundable fee. See instructions for more information.
- By signing this form, I declare under penalty of perjury under the laws of the state of Washington that the information I have provided is true and correct. Further, be advised that willfully providing a false statement to vital records for a certificate is a gross misdemeanor under Washington law, RCW 70.58A.590(2).

\_\_\_\_\_  
 SIGNATURE (APPLICANT)

\_\_\_\_\_  
 DATE SIGNED: (MM/DD/YYYY)

CERTIFICATE FORMAT:			
Number of <b>Long Form</b> certificates		X \$25 =	
Number of <b>Short Form</b> certificates		X \$25 =	
DOCUMENT PROCESSING / HANDLING:			
\$2.00 per Order	\$ 2 =	\$2.00	
<b>AMOUNT DUE</b>		=	\$
<i>(ADD the Certificate Format + Document Processing/Handling)</i>			
CREDIT CARD PROCESSING:			
Credit card vendor processing: <input type="checkbox"/> In-Person <input type="checkbox"/> Online		=	
<b>TOTAL PAYMENT</b>		>>>	\$
<i>(ADD Amount Due + Credit Card Processing fees, if applicable)</i>			

*For OCPHD Office Use ONLY*

Date Received: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Payment Type: \$\$  /MO CC

Receipt #: \_\_\_\_\_

Rcvd: ONLINE WALK-IN MAIL

Delivery: PICK-UP POSTAL MAIL