APPLICATION FOR A FLORIDA DEATH RECORD

FLORIDA DEPARTMENT OF HEALTH IN CLAY COUNTY

1845 TOWN CENTER BLVD, BUILDING 400, FLEMING ISLAND

Applications Accepted Monday-Friday 8 **a.m.**-4:30 **p.m.**

FLORIDA DEATH RECORDS ARE AVAILABLE HERE FROM 2009 TO TODAY

Read the FRONT AND BACK of this application: Anyone may apply for a death certification. When requesting a death certification without cause of death OR if the death occurred over 50 years prior to the request, photo identification is not required.
When cause of death information is requested and the death occurred less than 50 years ago, a valid photo identification must accompany this application. If a mail request, a copy of the valid photo identification must be provided; AND the applicant OR person being represented must be an eligible person as outlined in statute (see Eligibility on the back of this form). Relationship to the decedent must be entered in the space provided at the bottom of this form when requesting cause of death. If applicant is a funeral director or an attorney, see additional information under Eligibility on back of this form to ensure proper completion of this application.
Acceptable forms of valid ID are: **Driver's License, State Identification Card, Passport, and/or Military Identification Card.**

SECTION A: DECEDENT INFORMATION

NAME OF DECEDENT	**FIRST**		**MIDDLE**	**LAST**	**SUFFIX**
ALIAS NAME (IF APPLICABLE)			**IF MARRIED FEMALE, MAIDEN SURNAME** (if known)		**SEX**
DATE OF DEATH	**MONTH**	**DAY**	**YEAR (4 DIGIT)**	**ADDITIONAL YEARS TO BE SEARCHED** (Required only when exact year of death is *not* known)	**Indicate range of years to search**
PLACE OF DEATH	**PLACE OF DEATH CITY OR TOWN**		**PLACE OF DEATH COUNTY**		**STATE FILE NUMBER** (if known)
NAME OF SURVIVING SPOUSE AS RECORDED ON DEATH RECORD (if applicable and if known)	**FIRST**		**MIDDLE**	**LAST (Maiden, if applicable)**	**SUFFIX**
SOCIAL SECURITY NUMBER (if known)			**FUNERAL HOME NAME** (if known)		

IMPORTANT INFORMATION

Any person who willfully and knowingly provides any false information on a certificate, record or report required by Chapter 382, Florida Statutes, or on any application or affidavit, or who obtains confidential information from any Vital Record under false or fraudulent purposes, commits a felony of the third degree, punishable as provided in Chapter 775, Florida Statutes.

SECTION B: APPLICANT (adult requesting certificate) INFORMATION

If requesting cause of death, all applicants must state their relationship to the decedent; if a funeral director or an attorney, you must enter the relationship of the person you represent. Eligibility requirements are provided on the back of this form.

Applicant's Name TYPE OR PRINT	FIRST, MIDDLE, LAST (INCLUDING ANY SUFFIX)		SIGNATURE OF APPLICANT
HOME PHONE NUMBER ( )	MAILING ADDRESS (INCLUDE APT. NO., IF APPLICABLE)		RELATIONSHIP TO DECEDENT
ALTERNATE PHONE NUMBER ( )	CITY	STATE	ZIP CODE
Funeral Director/Attorney as Applicant for Cause of Death Information	LICENSE/ BAR NUMBER	NAME OF PERSON REPRESENTED and THEIR RELATIONSHIP TO DECEDENT	

The fee is $15.00 per each Certified Copy*

mail requests paying by personal check must include a copy of the ID of the account holder

Number of Florida Death Certifications ordered: **With Cause**_____ **Without Cause**_____

for official use only:

Date: _____ *application #:* _____ *ACN:* _____

ACN: _____

INFORMATION AND INSTRUCTIONS FOR DEATH RECORD APPLICATION

AVAILABILITY: Death registration was not required by state law until 1917; however, it was many years before we had consistent registration. While there are some records on file dating back to 1877, not all events were registered.

ELIGIBILITY:

WITHOUT CAUSE OF DEATH: Any person of legal age (18) may be issued a death certification without the cause of death.

CAUSE OF DEATH INFORMATION: Cause of Death for any record over 50 years old may be issued to any applicant. Death records less than 50 years old with the cause of death information included may only be issued to the following individuals:

1. Decedent's spouse or parent;
2. Decedent's child, grandchild or sibling, if of legal age;
3. Any person who provides a will, insurance policy or other document that demonstrates his or her interest in the estate of the decedent;
4. Any person who provides documentation that he or she is acting on behalf of any of the above named persons.

Requests for a death certification that includes the cause of death information must state the qualifying eligibility, or a notarized Affidavit to Release Cause of Death Information (DH 1959), which is available upon request. If after reading the above information you are still uncertain regarding your eligibility for cause of death information, call our office (904) 359-6900 extension 9000 for assistance.

A funeral director or attorney representing an eligible person as defined above must include their professional license number, and the name and relationship of the person they are representing, if requesting cause of death. If not representing someone identified above as eligible to receive cause of death information, then a completed Affidavit to Release Cause of Death Information (DH 1959) must accompany this request. **SPECIAL NOTE**: Florida clerks of court will not accept a death record with cause of death information included when filing probate.

INFORMATION NEEDED: A search cannot be made without the decedent's name and year of death. If any of the other items requested on the front of this form are unavailable, other identifying information (such as parents' names, birthplace, etc.) may be helpful if multiple records are found for common names.

APPLICANT'S SIGNATURE: Applicant's signature is required, as well as his/her name, valid residence address and telephone number.

FLORIDA DEPARTMENT OF HEALTH IN CLAY COUNTY
1845 TOWN CENTER BLVD, BUILDING 400, Box #15, FLEMING ISLAND, FL 32003

904-529-2800
http://clay.floridahealth.gov/