

# Death Certificate Application

To obtain any Minnesota death certificate, you must fill out the information on this form. You must also pay the required fee and provide acceptable identification.

*Minnesota Statutes, section 144.225, subdivision 7, and Minnesota Rules, part 4601.2600, subpart 5.*

### Information about the deceased person - used to find the requested death record

<b>Deceased Person</b>	First name (required)		Middle name (required)	Last name (required)		Name suffix	
	Date of death [MM/DD/YYYY] (required)	Date of birth [MM/DD/YYYY]	Or Age	City of death		County of death (required)	State <b>MN</b>
	First parent's name		Second parent's name		Spouse on record (if any)		

### What kind of death certificate do you want?

- Certified death certificate *with* cause of death information
- Certified death certificate *without* cause of death information (only for records 1997 to today)
- Certified VA death certificate for Veterans Affairs-related purposes

### Requester - person completing this application – by law you must supply this information

<b>Requester</b>	Requester name (please print)				Date of birth (MM/DD/YYYY)		
	Mailing address - UPS® will not deliver to PO boxes or APO addresses.			Apt/Unit #	City	State	ZIP Code™
	Daytime phone (10-digit)			Email			

### MANDATORY — Mark the boxes that describe your relationship to the deceased person:

1.  A child of the subject
2.  The parent of the subject
3.  The sibling of the subject
4.  The spouse on the record
5.  The grandparent of the subject
6.  The grandchild of the subject
7.  Subject's personal representative: the certified death certificate is required for the administration of the estate
8.  Successor of the subject; the certified death certificate is required for the administration of the estate
9.  Trustee of a trust; the certified death certificate is required for the proper administration of the trust
10.  Determination or protection of a personal or property right (*You must submit documentation showing this relationship*)
11.  Adoption agency — to complete post-adoption search (*Employee ID required*)
12.  Attorney – I represent the subject, or a person listed in items 1-10 above. **If you are a NON-Minnesota attorney, attach a copy of your attorney license**  
My **Minnesota** Attorney License Number is:
13.  I am presenting a valid, certified copy of a U.S. court order (not a subpoena) that orders release of the death certificate to me
14.  Local/state/tribal/federal governmental agency (*Employee ID required*) (Best practice: wait for family to verify death record).
15.  I have a signed statement from a person listed above; it specifies the decedent's full name (first, middle, last) and date of death, the signer's relationship to the subject of the record, and authorizes me to obtain the certificate.
16.  I represent the Department of Veterans Affairs.

### Sign this form in front of a Notary Public if you are applying by MAIL or FAX.

*I certify that the information provided on this application is accurate and complete to the best of my knowledge. It is against the law to provide false information to get a death certificate. You may be subject to fines, jail time or both. Minnesota Statutes, section 144.227 and section 609.02, subdivisions 3 and 4.*

Signature of requester named above		Date (if applying in person)
<b>Notary Public</b>	Signed or attested before me on _____ day of _____, 20_____	
	Printed name of notary public	
	Notary public signature	My commission expires



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Name of person completing this application			
<b>How many certified death certificates do you want?</b>		<b>Fee</b>	<b>Death certificates</b>
One certified death certificate		\$13	
Extra copies are \$6 each <i>if you buy them at the same time as you buy one at \$13.</i>	# of extra copies	x \$6	
<b>How many VA death certificates do you want?</b>		<b>Fee</b>	<b>VA certificates</b>
VA death certificates are for Veterans Affairs related purposes only	# VA certificates	\$0	\$0
<b>How do you want us to process your request?</b>		<b>Fee</b>	<b>Choose processing</b>
Standard – your request processed in the order received		\$0	
Faster – your request goes ahead of standard requests ( <i>Does not include UPS® delivery</i> )		\$20	
<b>How do you want us to send your order?</b>		<b>Fee</b>	<b>Choose delivery</b>
Regular First-Class Mail®		\$0	
United Parcel Service (UPS®)		\$16	
<p><b>For UPS® delivery</b>, check here <input type="checkbox"/> to require a signature.  <b>The Office of Vital Records and UPS® are not responsible for deliveries that do not require a signature.</b>          UPS® will not deliver to PO boxes or APO addresses.          If you want <b>UPS® delivery to an address <i>outside</i> of the United States</b>, you must include a UPS® prepaid envelope when you submit your application and fees.</p>			
<b>Fees are due with the application and are non-refundable. Minnesota Statutes, section 144.226.</b>			<b>Total due</b>
Total due = costs of death certificate(s) + processing + delivery			
<b>How do you want to pay?</b>			
<input type="checkbox"/> <b>Credit card</b> MasterCard/VISA/Discover	Cardholder name	Valid thru MM/YY	
	Card number	3-digit security code	
<input type="checkbox"/> <b>Check</b>	Check #	<b>Make check or money order payable to the Renville County Recorder and send by mail with application. DO NOT SEND CASH.</b> Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. <i>Minnesota Statutes, section 604.113, subdivision 2.</i>	
<input type="checkbox"/> <b>Money order</b>	Money order #		
<b>Send your application and payment</b>			
<b>By mail</b> Renville County Recorder 500 E DePue Ave Ste 203 Olivia, MN 56277		The Office of Vital Records returns applications that are <ul style="list-style-type: none"> <li>▪ Incomplete</li> <li>▪ Not signed in front of a notary public</li> <li>▪ Not paid in full at the time of application</li> </ul>	
If you have questions, please contact us at Recorder@renvillecountymn.gov or call 320-523-3669			

To obtain this information in a different format, call 651-201-5970.