

HOWARD COUNTY HEALTH DEPARTMENT
120 EAST MULBERRY STREET, ROOM #209
KOKOMO, IN 46901

PHONE: (765) 456-2927
2400

PHONE: (765) 456-

IDENTIFICATION IS REQUIRED according to IC 16-37-1-7, (e.g., photocopy of driver's license, work identification card, etc.) . **DO NOT SEND ORIGINALS IN THE MAIL.** Requests for death certificates sent without proper identification will be returned to the requester without processing. Please complete all items below as required pursuant to IC 16-37-1-10 (a):

TO RECEIVE DEATH CERTIFICATES BY COMING INTO THE OFFICE:

OUR OFFICE HOURS FOR ACCEPTING APPLICATION FORMS ARE 8:00 A.M. TO 11:30 A.M. AND 1:00 P.M. TO 3:30 P.M. MONDAY THROUGH FRIDAY, EXCEPT HOLIDAYS. **WE ONLY ACCEPT CASH.**

IF YOU ARE MAILING YOUR REQUEST:

YOU MUST ENCLOSE A PHOTO COPY OF THE APPLICANT'S CURRENT I.D. WITH THE APPLICANT'S SIGNATURE (SEE ATTACHED LIST OF PRIMARY AND SECONDARY ACCEPTABLE I.D.'S).

WE CANNOT ACCEPT PERSONAL CHECKS, PLEASE SEND A MONEY ORDER OR A CASHIER'S CHECK. PLEASE ENCLOSE A SELF-ADDRESSED, STAMPED, RETURN ENVELOPE.

BECAUSE WE HAVE HAD PROBLEMS, WE WILL NOT BE ABLE TO RETURN YOUR REQUEST BY ANY MEANS EXCEPT U.S. MAIL.

I'M SORRY FOR ANY INCONVENIENCE THIS MAY CAUSE YOU.

WE RETURN YOUR REQUEST WITHIN TWO DAYS AFTER RECEIVING IT.
IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL US.

APPLICATIONS WILL NOT BE PROCESSED UNLESS ALL ITEMS ARE COMPLETED!!!!

WARNING: False application, Altering, Mutilating, Or Counterfeiting an Indiana Death Certificate is a CRIMINAL OFFENSE under I. C. 16-1-19-6.

IC 16-37-1-10 ALLOWS THE REGISTRAR TO ISSUE A CERTIFICATION OF BIRTH, DEATH, OR STILLBIRTH REGISTRATION UPON REQUEST BY ANY

PERSON ONLY IF THE REGISTRAR IS SATISFIED THAT THE APPLICANT HAS A DIRECT INTEREST IN THE MATTER; OR THAT THE CERTIFICATE IS NECESSARY FOR THE DETERMINATION OF PERSONAL OR PROPERTY RIGHTS OR FOR COMPLIANCE WITH STATE OR FEDERAL LAW.

MAIL REQUESTS TO:

**HOWARD COUNTY HEALTH DEPT.
ATTN: VITAL RECORDS, RM.#209
120 E. MULBERRY STREET
KOKOMO, IN 46901**

HOWARD COUNTY HEALTH DEPARTMENT

120 EAST MULBERRY STREET, ROOM #209
KOKOMO, IN 46901

PHONE: (765) 456-2927

PHONE: (765) 456-2400

APPLICATION FOR CERTIFIED DEATH CERTIFICATE

NOTICE: YOU MUST HAVE A PERSONAL OR PROPERTY RIGHT TO OBTAIN A CERTIFIED DEATH CERTIFICATE.

FULL NAME OF DECEASED _____

DATE OF DEATH: _____

PLACE OF DEATH: _____

What is the certificate (record) to be used for? _____

APPLICANT'S SIGNATURE _____
(Person applying for the certificate)

APPLICANT'S ADDRESS _____

Today's Date _____ Phone Number () _____

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FEES:

_____ Number requested of Certified Death Certificates @ \$10.00 each == \$ _____.

ACCEPTABLE IDENTIFICATION

PRIMARY DOCUMENTATION: ALL DOCUMENTS MUST BE CURRENT AND VALID

Valid driver's license
Military I.D.
State I.D. card
Valid Passport
Department of Correction I.D., issued within past six months
School I.D. with signature or photo
Court Order (must order local health dept. to release record to person named on the record)

SECONDARY DOCUMENTATION:

In the event an individual has lost their primary identification due to theft, fire, etc., we will accept **two or more** of the following:

Police report (If individual reports their I.D. has been stolen)
Fire report (if individual reports their I.D. was destroyed in fire)
Employment I.D. with signature, photo, date of employment or employer address
Copies of signed employment application
Bankcard with signature (not credit cards) or personal check with current information
Voter registration card with signature
Vehicle Registration with signature
Previous year's tax return with signature and social security number
Welfare, Food Stamp or WIC I.D. cards
Probation documents or statement from Probation Officer on letterhead, including person's name and date of birth.
Letter from BMV or Social Security Administration that shows individuals name and date of birth
Certified Copy of marriage license application showing individuals name, date of birth, parents and signature.
Signed leases or loan agreements
Expired driver's license
Club membership card with signature or photo
Gun permit with signature
Social Security Card