

## Death Certificate

A death certificate for an individual who died in the City of Saratoga Springs may be obtained in person or by mailing a request to the City Clerk's Office in City Hall.

A copy of a death certificate for an individual who did not die in the City of Saratoga Springs may be obtained from the city/town/village clerk where the individual died. If you are not able to determine where the individual died, a copy may be requested from the New York State Department of Health at [www.health.state.ny.us/vital\\_records](http://www.health.state.ny.us/vital_records).

The applicant must provide the decedent's name and date of death. Additional information about the decedent may be required by the local registrar. The letter or application form (DOH-294A) must be signed. The local registrar may require that the signature be notarized. If the request is made by someone other than the spouse, parent, or child of the deceased, the application or letter must be accompanied by supporting documents establishing a legal right or claim to obtain a certified copy or transcript, or a judicial or other proper purpose to obtain a certification.

A certified copy or a certified transcript of a death certificate may be issued to:

- a person with a New York State Court Order issued on a showing of necessity;
- the spouse, parent, sibling or child of the deceased;
- the lawful representative of the spouse, parent or child of the deceased
- a person requiring the record for a documented legal right or claim
- a person requiring the record for a documented medical need; or
- a municipal, state or federal agency when needed for official purposes

To obtain the certified copy or a certified transcript of a death certificate, you must meet the requirements listed above and provide:

- Driver's license
- State issued non-driver photo ID card
- Passport
- Naturalization papers
- Military identification
- Employer's photo identification
- Two recent utility bills showing applicant's name and address
- Police report of lost or stolen identification

The fee for a death certificate is \$10 (ten dollars); cash, check, or money order payable to City Clerk.

Specific question should be directed to the Deputy Registrar at 518-587-3550 ext. 2548.

# Application to Local Registrar for Copy of Death Record

**PLEASE COMPLETE FORM AND ENCLOSE FEE**

FEE: \$10.00 per copy or No Record Certification. Please do not send cash or stamps.

**PLEASE PRINT OR TYPE**

Name of Deceased			Date of Death or Period to be Covered by Search		
First	Middle	Last			
Name of Father of Deceased			Social Security Number of Deceased		
First	Middle	Last			
Maiden Name of Mother of Deceased			Date of Birth of Deceased		Age at Death
First	Middle	Last	Month	Day	Year
Place of Death					
Name of Hospital or Street Address			Village, Town or City		County
Purpose for Which Record is Required					
What was your relationship to the deceased? _____					
In what capacity are you acting? _____					
If attorney, name and relationship of your client to deceased _____					
Signature of Applicant _____			Date _____		
Address of Applicant _____					

**COMPLETE FOR DEATHS OCCURRING AS OF JANUARY 1, 1988**

\_\_\_\_\_ Number of copies requested with confidential cause of death  
\_\_\_\_\_ Number of copies requested without confidential cause of death

**PLEASE PRINT NAME AND ADDRESS WHERE RECORD SHOULD BE SENT**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_