

WISCONSIN DEATH CERTIFICATE APPLICATION

(for Mail or In-Person Requests)

TYPE or PRINT.

PENALTIES: Any person who willfully and knowingly makes a false application for a death certificate is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1)]. Any person who willfully and knowingly obtains a death certificate for fraudulent purposes is guilty of a Class I felony [a fine of not more than \$10,000 or imprisonment of not more than 3 years and 6 months, or both, per s. 69.24(1), Wis. Stats.].

I. APPLICANT INFORMATION	The information in Section I is about the person completing this application.					
	YOUR CURRENT NAME - First			Last		YOUR DAYTIME TELEPHONE NO. ()
	YOUR STREET ADDRESS (CANNOT be a P.O. Box address) Apt. No.			MAIL TO ADDRESS (if different) Apt. No.		
	City	State	ZIP Code	City	State	ZIP Code

II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE	<p>According to Wisconsin Statute, a CERTIFIED copy of a death certificate is only available to those with a "direct and tangible interest" (See item 1 on page 2 for more details.)</p> <p style="text-align: center;">Check one box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the death certificate.</p> <p><input type="checkbox"/> A. I am a member of the immediate family of the PERSON NAMED on the death certificate. CHECK ONE. <input type="checkbox"/> Parent (whose name is on the birth certificate and whose parental rights have <u>not</u> been terminated) <input type="checkbox"/> Current Spouse <input type="checkbox"/> Brother / Sister <input type="checkbox"/> Grandparent <input type="checkbox"/> Child <input type="checkbox"/> Current Domestic Partner (registered in the Wis. Vital Records System) NOTE: Grandchildren, step-parents, and step-children may only obtain certified copies as B – C.)</p> <p><input type="checkbox"/> B. I am a representative, authorized, in writing, by any of the aforementioned (categories A and B). (The written authorization must accompany this application. See item 1 on page 2.) Specify the person you represent. _____</p> <p><input type="checkbox"/> C. I can demonstrate that the information from the death certificate is necessary for the determination or protection of a personal or property right for myself/my client/my agency. (Legal proof is required.) Specify interest. _____</p> <p><input type="checkbox"/> D. None of the above. I am requesting an uncertified copy. (Copy will not be valid for legal purposes).</p>					
	PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:					

III. FEES	Mandatory fees are already filled in. Please fill in additional fees for extra copies, if applicable.					
	FIRST COPY		\$ 20.00	20.00		
	<input type="checkbox"/> Proof of Death (aka "fact of death") (sufficient for most financial transactions) OR <input type="checkbox"/> Proof and Cause of Death (aka "extended fact of death") (for insurance benefit claims) *					
	EACH ADDITIONAL COPY (issued at the same time as the first copy)					
	<input type="checkbox"/> Proof of Death		X \$ 3.00	_____		
	<input type="checkbox"/> Proof and Cause of Death		X \$ 3.00	_____		
	* For deaths that occurred before 2003, the applicant will automatically receive proof and cause of death unless specified otherwise.				TOTAL _____	

Make check or money order payable to: Ashland County Register of Deeds 201 West Main Street, Room 206 Ashland, WI 54806	Be sure to include the completed form and a check or money order.
---	--

DEATH RECORD INFORMATION	FULL NAME OF DECEDENT (First / Middle / Last)			DECEDENT'S DATE OF DEATH (MM / DD / YYYY)		
	PLACE OF DEATH – City, Village, or Township			PLACE OF DEATH - County		
	DECEDENT'S AGE / BIRTHDATE *		DECEDENT'S OCCUPATION *		NAME OF DECEDENT'S SPOUSE *	
	NAME OF DECEDENT'S PARENT * (First / Middle / BIRTH Last Name)			NAME OF DECEDENT'S PARENT * (First / Middle / BIRTH Last Name)		

I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested death certificate in accordance with the categories listed above.			
SIGNATURE - Applicant (Person Completing Application)			Date Signed (Month / Day / Year)
TYPE OF CURRENT VALID PHOTO ID	PHOTO ID NUMBER	STATE OF ISSUANCE (Indicate country, if not issued in U.S.A.)	EXPIRATION DATE
* The fields marked with an asterisk (*) do not have to be completed. The information is helpful but not required.		SVRIS	RCT
		Certificate Number	

Important: Signature and payment are required for processing.

1. What is the difference between a “certified” and an “uncertified” copy of a death certificate?

A **certified** copy of a death certificate issued by the Local Vital Records Office will have a raised seal, will show the signature of the State or Local Registrar, and will be printed on security paper. A certified copy may be required to settle an estate or to claim insurance benefits.

State law restricts who may obtain a **certified** copy of a death certificate. A **certified** copy can only be issued to those people with a “direct and tangible interest” (section II, categories A – C) which means the following people:

- An immediate family member, defined as current spouse, current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wis. Stats.), child, or parent (whose name is on the decedent’s birth certificate and whose parental rights have not been terminated), brother/sister, or grandparent of a subject of the record (section II, category A).
- NOTE: Grandchildren, step-parents, and step-children can only obtain certified copies as B – C.
- The legal custodian or guardian of the person named on the death certificate. Legal proof, e.g., a court order of custody or guardianship, is required (section II, category B).
- A person authorized in writing by one of the above. Written authorization with signatures must accompany the application and the authorization must clearly state the relationship of the authorizing party to the subject of the record (section II, category B).
- A person who can demonstrate that the death certificate is required to determine or to protect a personal or property right (section II, category C). Proof is required.
- If you do not meet one of the above criteria, you cannot receive a **certified** copy of a death certificate.

An **uncertified** copy will contain the same information as a certified copy but it is **not** acceptable for legal purposes, such as claiming insurance benefits (section II, category D).

- For pre-2003 death certificates, an **uncertified** copy of a death certificate will contain the same information as a certified copy.
- For death certificates starting in 2003, only persons named in categories A – C on the previous page may have access to information which includes proof and cause of death.

	PRE-2003 DEATH CERTIFICATES	2003 AND POST-2003 DEATH CERTIFICATES
CERTIFIED COPY (A certified copy has a raised seal, will show the signature of the State Registrar, and will be printed on security paper. It can be used for legal purposes, such as settling an estate or claiming insurance benefits.)	<u>TYPE OF CERTIFICATE AVAILABLE</u> Extended Fact of Death* <u>APPLICANT CATEGORY</u> Must have a “direct and tangible interest”	<u>TYPE OF CERTIFICATE AVAILABLE</u> Fact of Death** Extended Fact of Death* <u>APPLICANT CATEGORY</u> Must have a “direct and tangible interest”
UNCERTIFIED COPY (An uncertified copy is for informational purposes only; It CANNOT be used for legal purposes.)	<u>TYPE OF CERTIFICATE AVAILABLE</u> Extended Fact of Death* <u>APPLICANT CATEGORY</u> Anyone	<u>TYPE OF CERTIFICATE AVAILABLE</u> Fact of Death** <u>APPLICANT CATEGORY</u> Anyone
*Extended Fact of Death Certificate. Cause of death included; can be used for insurance benefit claims. **Fact of Death Certificate. No cause of death included; can be used for banking and most other financial transactions.		

2. How long will it take to process my request?

Applying in Person

•In-person requests for copies of death certificates are usually completed at the time of the request, if the death certificate is on file.

Applying by Mail

•Requests for copies of death certificates are usually processed within two days of receipt of the request.

3. What identification is required when applying for a birth certificate?

A **photocopy** of the applicant’s ID as listed below must be submitted with all mail applications. ID as listed below is required when applying in-person.

At least one form of ID must show your name and address. Expired cards or documents will not be accepted.

Acceptable forms of identification are:

One of these:	OR	Two of these:
Wisconsin driver’s license		US government issued photo ID
Wisconsin ID card		Health insurance card
Out-of-state driver’s license or ID card		Passport
		Current, dated, signed lease
		Check book/bank statement
		Utility bill or traffic ticket
		Paycheck or earnings statement