# 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

| YOUR **CURRENT** NAME - First | Middle | Last |
|---|---|---|
| | | |

| YOUR **STREET** ADDRESS (***CANNOT*** *be a P.O. Box address)* Apt. No. | | | **MAIL TO** ADDRESS *(if different than street address)* Apt. No. | | |
|---|---|---|---|---|---|
| City | State | ZIP Code | City | State | ZIP Code |
| | | | | | |

| YOUR DAYTIME TELEPHONE NUMBER ( ) | EMAIL ADDRESS |
|---|---|
| | |

| TYPE OF CURRENT VALID PHOTO ID (See item 3, on page 2.) | **PHOTO** ID NUMBER | STATE OF ISSUANCE | EXPIRATION DATE |
|---|---|---|---|
| | | | |

## II. APPLICANT'S RELATIONSHIP TO PERSON NAMED ON THE CERTIFICATE

**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.)

**Check one box which indicates YOUR RELATIONSHIP to the PERSON NAMED on the death certificate.**

☐ A. I am a **member of the immediate family** of the person named on the death certificate. **CHECK one of the following**:
- ☐ Parent (My name is on the death certificate and my parental rights have not been terminated) ☐ Current Spouse
- ☐ Brother / Sister ☐ Grandparent ☐ Child ☐ Current Domestic Partner (registered in the Wis. Vital Records System)

NOTE: Grandchildren, step-parents, step-children, step-brothers/step-sisters may only obtain certified copies as categories B and C.

☐ B. I am a **representative, authorized** in writing, by any of the aforementioned (category A). (The written and notarized authorization must accompany this application.)
Specify the person you represent: _____

☐ 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. (Proof is required.)
Specify your interest. _____

☐ D. None of the above. I am requesting an **uncertified** copy. (Copy will not be valid for legal purposes.)

**PURPOSE FOR WHICH CERTIFICATE IS REQUESTED:**

## III. FEES

**FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED.**

**REQUIRED SEARCH FEE** (Includes one copy, if found.) ..... $ 20.00 $20.00

☐ Fact of Death (without cause of death) (sufficient for most financial transactions)

OR ☐ Extended Fact of Death (with cause of death) (for insurance benefit claims)

**EACH ADDITIONAL COPY** (issued at the same time as the first copy)

☐ Fact of Death ..... _____ (Number of Additional Copies) X $ 3.00 _____

☐ Extended Fact of Death ..... _____ (Number of Additional Copies) X $ 3.00 _____

Note: For deaths that occurred before 2003, the applicant will automatically receive extended fact of death unless specified otherwise. **TOTAL** _____

**Mail your application materials and fee to: Monroe County Register of Deeds / 202 South K St., Rm #2 / Sparta, WI 54656**

**Be sure to include:** ☐ completed form, ☐ acceptable identification, ☐ payment, ☐ self-addressed, stamped, business-size envelope, and ☐ any additional proof or authorization required

## IV. DEATH RECORD INFORMATION

| NAME OF DECEDENT - First | Middle | Last | DATE OF DEATH (MM/DD/YYYY) |
|---|---|---|---|
| | | | |

| PLACE OF DEATH – City, Village, or Township * | PLACE OF DEATH - County | DECEDENT'S SOCIAL SECURITY NUMBER * |
|---|---|---|
| | | |

| 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) ➢ | Date Signed (MM/DD/YYYY) |
|---|---|

**Important: Signature and payment are required for processing.**

*The fields marked with an asterisk (*) do not have to be completed. The information is helpful but not required.

**Clear / Reset Form**

## 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 a Wisconsin 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 a parent (whose name is on the death certificate and whose parental rights have not been terminated), current spouse, brother, sister, grandparent, child, or current domestic partner (Declaration of Domestic Partnership registered in the Wis. Vital Records System under Chapter 770, Wis. Stats.) of the subject of the record (section II, category A).
- NOTE: Grandchildren, step-parents, step-children, step-brothers and step-sisters can only obtain certified copies as section II, categories B and C.
- A person authorized in writing by one of the above. A written and notarized authorization must be attached to this 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 2003 to the present, only persons named in categories A – C on the previous page may have access to information which includes cause of death.

| | **PRE-2003 DEATH CERTIFICATES** | **2003 TO PRESENT DEATH CERTIFICATES** |
|---|---|---|
| **CERTIFIED COPY**<br>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. | TYPE OF CERTIFICATE AVAILABLE<br>Extended Fact of Death *<br>TYPE OF RECIPIENT<br>Must have a "direct and tangible interest" | TYPE OF CERTIFICATE AVAILABLE<br>Fact of Death **<br>Extended Fact of Death *<br>TYPE OF RECIPIENT<br>Must have a "direct and tangible interest" |
| **UNCERTIFIED COPY**<br>(An uncertified copy is for informational purposes only; It CANNOT be used for legal purposes.) | TYPE OF CERTIFICATE AVAILABLE<br>Extended Fact of Death *<br>TYPE OF RECIPIENT<br>Anyone | TYPE OF CERTIFICATE AVAILABLE<br>Fact of Death **<br>TYPE OF RECIPIENT<br>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?

Copies of death certificates are available from the State Vital Records Office no less than 3 weeks from the date of the death.

**Applying in Person**

- Requests for **certified** copies of death certificates are usually completed within 2 business hours of application, if the death certificate is on file.
- Requests for **uncertified** copies of death certificates are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 1 month to complete.

**Applying by Mail**

- Requests for **certified** copies of death certificates may take up to 2 weeks plus mail time to complete.
- Requests for **uncertified** copies of death certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 1 month plus mail time.

## 3. What identification is required when applying for a death 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:**
- Wisconsin driver's license
- Wisconsin ID card
- Out-of-state driver's license or ID card

**OR**

**Two of these:**
- US government issued photo ID
- Passport
- Check book/bank statement
- Health insurance card
- Current, dated, signed lease
- Utility bill or traffic ticket
- Paycheck or earnings statement

**If you have questions regarding this form, please call (608) 269-8716**
**or visit our website at http://www.co.monroe.wi.us/departments/register-of-deeds/**