

## INFORMATION AND INSTRUCTIONS FOR A DEATH RECORD

**AVAILABILITY:** Some records are on file dating back to 1877, but not all events were registered.

**CERTIFICATION:** A Certification of Death is for records of death under 20 years old. Our office has death records starting in 1916 to present. Copies of records older than 20 years would be subject to a \$10.00 **NON-REFUNDABLE** search fee. Certified copies can be requested for deaths over 20 years, but only when specifically requested.

**ELIGIBILITY:** Any person of legal age (18) may be issued a certified copy of a death record.

- The decedent's spouse or parent;
- To the decedent's child, grandchild or sibling, if of legal age;
- To any person who provides a will, insurance policy or other documentation that demonstrates his or her interest in the estate of the decedent,
- To any person who provides documentation that he or she is acting on behalf of any of the above-named persons, OR
- By court order

A copy of a valid photo identification of both person authorizing release and/or applicant is required. Acceptable identification is a driver's license, state identification card, passport, and/or military ID card.

**DATE OF DEATH NOT KNOWN:** If date of death is unknown, the entire year specified will be searched. There will be a required advanced payment of \$10.00 that is a **NON-REFUNDABLE** search fee. When exact year is unknown, there is a \$ 2.00 search fee is required per year to be searched.

**RELATIONSHIP TO REGISTRANT:** A person ordering his or her own certificate should enter "SELF" in the space.

**APPLICANT'S SIGNATURE:** Complete bottom portion of the front of this application.

**PROCESSING TIME:** Normal response time (once the record is filed and registered) in our office is 1-3 days. Please allow time for USPS mailing as well.

**MAIL THIS APPLICATION WITH PAYMENT TO:**

**FAYETTE COUNTY CLERK & RECORDER**

**221 S Seventh St, Rm 106**

**VANDALIA, IL 62471**

**(PHYSICAL ADDRESS: 221 S. SEVENTH ST, RM 106, VANDALIA, IL 62471)**

Payable to: **Fayette County Clerk & Recorder**

**\*\* DO NOT SEND CASH \*\***

# APPLICATION FOR DEATH RECORD

Fayette County Clerk & Recorder  
 Vital Records  
 221 S Seventh St, Rm 106  
 Vandalia, IL 62471 (618) 283 – 5000

Read the **FRONT AND BACK** of this application: Anyone may apply for a death certification. A Certification of death is for records of death under 20 years old. Our office has death records starting in 1916 to present. Copies of records older than 20 years would be subject to a \$10.00 **NON-REFUNDABLE** search fee. A copy of a valid photo ID must accompany this application AND the applicant or person being represented must be an eligible person outlined in the Eligibility on the reverse of this form. Relationship to the decedent must be entered in the space provided at the bottom of this form when requesting record. Acceptable forms of valid ID are: driver's license, state identification card, passport, and/or military ID.

## SECTION A - DECEDENT INFORMATION

NAME OF DECEDENT	FIRST	MIDDLE	LAST	SUFFIX
IF MARRIED AND APPLICABLE, PRIOR SURNAME (IF KNOWN)				
DATE OF DEATH	MONTH	DAY	YEAR	SEX
ADDITIONAL YEARS TO BE SEARCHED	MONTH	DAY	YEAR	
NAME OF SSURVIVING SPOUSE AS RECORDED ON DEATH RECORD (IF APPLICABLE)	FIRST -- MIDDLE -- LAST			

## SECTION B - FAYETTE COUNTY FEE INFORMATION

The Certification of death is recognized and accepted by **ALL** State and Federal Agencies. The first copy is \$ 19.00 each additional copy is \$ 10.00. A record search requires advanced payment of a **NON-REFUNDABLE** search fee of \$10.00 when date of death is unknown. When exact year is unknown, there is a \$ 2.00 search fee is required per year to be searched.

This \$19.00 fee entitles the applicant to one CERTIFIED COPY of a registered Death	\$ 19.00	X	1	=	\$ 19.00
Additional copies of the same type certification ordered above are \$ 10.00 each, when ordered with this request	\$ 10.00	X		=	\$
GENEOLOGY SEARCH – <u>NON-REFUNDABLE</u>	\$ 10.00			=	
UNKNONWN YEAR SEARCH \$ 2.00 PER EACH YEAR SEARCHED (when applicable)	\$ 2.00	X		=	
VYNYL JACKET FOR DEATH CERTIFICATE – Optional	\$ 1.00	X		=	\$
CERTIFIED MAIL CHARGE (for all requests by mail) (PER MAIL REQUEST)	\$ 7.80			=	
Alternate Standard Letter Mail- Document is folded	\$ 2.00			=	

## SECTION C - APPLICANT/MAILING INFORMATION

Applicant's Name TYPE OR PRINT	FIRST	MIDDLE	LAST (INCLUDING ANY SUFFIX)	
ADDRESS (INCLUDING APT. NO., IF APPLICABLE)	CITY		STATE	ZIP CODE
PHONE NUMBER (     )	RELATIONSHIP TO REGISTRANT		SIGNATURE OF REGISTRANT	

Total Amount Enclosed Money Order \_\_\_\_\_ Check \_\_\_\_\_

Payable to: **Fayette County Clerk & Recorder**

TOTAL  
\$

**\*\* DO NOT SEND CASH \*\***