



CITY OF BERKELEY
 HHCS Department
 Public Health Division – Office of Vital Statistics
 1947 Center Street, 2nd Fl - Berkeley, CA 94704
 FH Hours: **9:30-11:30AM & 1:30-3:30PM** from **MON-THU**
 Phone: (510) 981.5320 – Fax: (510) 981.5395

**DEATH CERTIFICATE
 REQUEST FORM**
 Funeral Homes/Mortuary & Cemeteries ONLY

1 NAME ON CERTIFICATE

BN#:

LRN:

First Name:	Middle Initial(s):	Last Name:	Type of Order: <input type="checkbox"/> First Order <input type="checkbox"/> Reorder	Date of Death: / /
DC Status (not amended will be sent if no option is selected): <input type="checkbox"/> Amended <input type="checkbox"/> Not Amended		Method of Delivery: <input type="checkbox"/> Send by Mail <input type="checkbox"/> We'll Pick-up	Veteran's Copy: <input type="checkbox"/> Yes <input type="checkbox"/> No	
			No. of Copies:	

2 APPLICANT INFORMATION (REQUESTOR)

Name of Establishment:	Contact Person:	Telephone Number: ()	Payment Method: <input type="checkbox"/> Cash <input type="checkbox"/> Check
Mail Death Certificate(s) to Address:	City:	State:	Zip Code:

3 SWORN STATEMENT

"A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached and not the truthfulness, accuracy or validity."

I, _____, swear under penalty of perjury under the laws of the State of California, that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a copy of the record of the individual named above.

Sworn this ____ day of _____, 20____, at _____.

Signature

4

ADDITIONAL INFORMATION

- Death Certificates are ready for purchase **1(one) hour** after the issuance of the Disposition Permit and may be requested in person during Funeral Home hours **ONLY. (Mon-Thu, From 9:30 to 11:30AM & 1:30 to 3:30PM).**
- **Funeral Homes are encouraged to fax request forms in advance in order to expedite the process (Fax # 510-981.5395).**
- Processing time for requests submitted by mail is **2-3 weeks** from the receiving date of your request.
- No notarization is required for Funeral Home Directors/Designees.
- Forms of payment accepted by mail:
 - ✓ Cash
 - ✓ Check/Postal or Bank Money Order (International Money Order only for out-of-country requests)
- Make checks/money orders payable to: **City of Berkeley.**

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IMPORTANT NOTICE

Funeral home directors and its employees **DO NOT** need to take a number at the Customer Service Desk (1st Floor). Please go directly to the security desk and inform the guard you represent a funeral home/cemetery/mortuary. The guards are instructed to contact us and direct you to the right location of our office.

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OUR CONTACT INFORMATION

Office of Vital Statistics
[www.cityofberkeley.info/vitalstatistics/
vitalrecords@ci.berkeley.ca.us](http://www.cityofberkeley.info/vitalstatistics/vitalrecords@ci.berkeley.ca.us)
Telephone: (510) 981-5320 - Fax: (510) 981-5395

PLEASE LEAVE THIS SPACE BLANK

FOR VITAL STATISTICS USE ONLY