Application for Death Record

City Clerk • 255 Main Street • White Plains, NY 10601 • (914) 422-1227

1 **Identification Requirements (One of the following) IDENTIFICATION CANNOT BE EXPIRED**

- Driver's License or Non-driver's license Passport or
- Naturalization Papers
  Military ID
- Two (2) different (and current) utility bills showing applicant's name and address
- Police report of lost or stolen ID

IN ADDITION TO:

2 **Additional Documentation Required**

If you are a **spouse** and were married at the time of death, one of the above mentioned IDs would suffice. Former spouses must provide a certified copy of a marriage record.

If you are an adult **child**, you must present a certified copy of your birth record which shows parents' names.

If you are a **sibling**, you must present a certified copy of your birth record which shows parents' names.

Anyone who can demonstrate a legal claim or official medical need, will need to have additional supporting documentation. Please call our office for more information.

If you are an **attorney**, your request must be received on your law firm stationary and payment must be in the form of a law firm check.

3 Payment is $10.00 per copy. WE DO NOT ACCEPT PERSONAL CHECKS. In person: Cash, money order, Mastercard, Visa and American Express. By mail: Money orders only made payable to "City of White Plains"

4 Mail to: City Clerk
255 Main Street
White Plains, NY 10601

Mail requests are normally processed the day they are received

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DECEDENT'S INFORMATION:

First Name | Middle Name | Last Name (at time of death) | Date of Death

Place of Death | Village, Town or City of Birth

Full Maiden Name of Mother | Father:

Purpose record is required

APPLICANT INFORMATION:

Full Name | Relationship

Telephone Number | Address

Signature _____ Date