

Request for a Certified Copy of a Death Certificate

Revised: 8/25/2021

Full name of Deceased	
Date of Death	

Person Requesting the Death Certificate:

(A certified copy of a Connecticut death certificate may be purchased for a fee by anyone at least 18 years old.)

Full Name: _____ Telephone #: _____

Mailing Address: _____

Signature: _____

Relationship to Deceased: _____

If eligible, do you want the decedent's Social Security number on the certificate copy? **Y / N

If "Yes," there is no need for the spouse or next of kin if they are listed as informant (person who provided information on death cert to the F. H./Hospital) to submit proof of relationship to the deceased.

If you are next of kin but are not listed as informant, you must submit proof of relationship to the deceased. Examples of acceptable proof of relationship include one's own birth certificate if a child of the deceased, or the deceased's birth certificate if a parent of the deceased.

Note: Per CT law (C.G.S. §7-51A), for deaths occurring on or after July 1, 1997, only the Funeral Director and the surviving spouse or next of kin may obtain a copy of the death certificate with the decedent's Social Security number listed on the death certificate. All other requesters will receive a certified copy without the decedent's Social Security number.

Number of Copies Requested: _____

The fee for a certified copy of a Death Certificate is **\$ 20.00 per copy.**

Please mail this request with a Money Order/Bank Chek made payable to the Town of Manchester.

DO NOT MAIL CASH OR PERSONAL CHECKS

Checklist for Obtaining a Certified Copy of a Death Certificate:

- Necessary docs if eligible to obtain the death cert with SS#
- Complete the application
- Include the applicable fee
- Include copy of ID (*a photocopy of your driver's license, state-issued non-driver ID or passport*)

Mail request to:

Manchester Town Clerk's Office
41 Center Street
Manchester, CT 06040