

# Death Certificate Tracker

Memorial Merits | memorialmerits.com

## HOW MANY CERTIFICATES DO I NEED?

Check each institution that applies. Count your checkmarks. Order that many + 5 extra.

- |                                                         |                                                        |
|---------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Bank accounts (each bank)      | <input type="checkbox"/> Estate attorney               |
| <input type="checkbox"/> Life insurance policies (each) | <input type="checkbox"/> Accountant / tax preparer     |
| <input type="checkbox"/> Social Security Administration | <input type="checkbox"/> Employer (final pay/benefits) |
| <input type="checkbox"/> Pension / retirement benefits  | <input type="checkbox"/> DMV (vehicle transfer)        |
| <input type="checkbox"/> Investment accounts (each)     | <input type="checkbox"/> Credit card companies         |
| <input type="checkbox"/> Mortgage company               | <input type="checkbox"/> Utility companies             |
| <input type="checkbox"/> Auto loan / lease company      | <input type="checkbox"/> VA benefits (if applicable)   |
| <input type="checkbox"/> Probate court                  | <input type="checkbox"/> Other: _____                  |

**TOTAL CHECKMARKS:** \_\_\_\_\_ **+ 5 EXTRA = ORDER THIS MANY:** \_\_\_\_\_

## CERTIFICATE SUBMISSION TRACKER

INSTITUTION	DATE SENT	CONTACT	COPY #	STATUS	NOTES

## ERROR CHECK: VERIFY WHEN CERTIFICATES ARRIVE

- ☐ Full legal name spelled correctly
- ☐ Date of birth accurate
- ☐ Date of death accurate
- ☐ Social Security number correct
- ☐ Place of death correct
- ☐ Cause of death present (not blank or pending, unless expected)

### REORDER INFORMATION (fill in now so you have it later)

State Vital Records Office: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Cost per certified copy: \$ \_\_\_\_\_ Rush fee: \$ \_\_\_\_\_

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## DEATH CERTIFICATE REQUEST PREPARATION CHECKLIST

Gather this information before ordering certificates. Having it ready prevents delays.

### DECEASED'S INFORMATION

- ☐ Full legal name: \_\_\_\_\_
- ☐ Social Security Number: \_\_\_\_\_
- ☐ Date of birth: \_\_\_\_\_
- ☐ Date of death: \_\_\_\_\_
- ☐ Place of death (city, county, state): \_\_\_\_\_
- ☐ Last known address: \_\_\_\_\_

### YOUR INFORMATION (REQUESTOR)

- ☐ Your full name: \_\_\_\_\_
- ☐ Your relationship to deceased: \_\_\_\_\_
- ☐ Your mailing address: \_\_\_\_\_
- ☐ Your phone number: \_\_\_\_\_
- ☐ Your email: \_\_\_\_\_

### DOCUMENTS TO GATHER

- ☐ Copy of your government-issued photo ID (driver's license, passport)
- ☐ Proof of relationship (if required by your state)
- ☐ Executor/administrator appointment letters from probate court (if applicable)
- ☐ Payment method (check, money order, or credit card depending on state)

### QUICK REFERENCE: WHERE TO ORDER

<b>Through Funeral Director:</b>	Easiest option at time of death. Copies included in services.
<b>State Vital Records Office:</b>	Cheapest for additional copies. Find yours at <a href="https://cdc.gov/nchs/w2w">cdc.gov/nchs/w2w</a>
<b>VitalChek.com:</b>	Third-party service. Faster but higher fees.
<b>Typical Cost:</b>	\$5-\$30 per certified copy depending on state
<b>Typical Timeline:</b>	1-4 weeks standard; rush processing available in most states