

Death Certificate Tracker

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HOW MANY CERTIFICATES DO I NEED?

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

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

TOTAL CHECKMARKS: _____ + 5 EXTRA = ORDER THIS MANY: _____

CERTIFICATE SUBMISSION TRACKER

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

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