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## How to Apply for a Death Certificate

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The Gila County Office of Vital Records encourages family members to apply for a death certificate soon after the death certificates have been registered.

1. A death certificate is required for many final estate matters.
2. A death certificate can be used to obtain a Social Security and/or Veteran's benefits initiated.
3. A death certificate can occasionally be required when applying for most types of public assistance.

### **How To Apply At This Location:**

1. Carefully complete and sign the application provided to you by the front desk clerk.
2. You must bring with you a valid government issued picture identification, which includes your signature, such as a driver's license. (Proof of relationship and/or documentation to prove legal interest is required if applicable).
3. Give your identification to the front desk clerk for a copy to be made and attached to your application. (see list for acceptable identification).
4. Include your cash, check or money order payment of \$20 per certified copy (made payable to Gila County Health & Emergency Services) with your application and copy of identification.
5. Next give the front desk clerk your application, payment to be attached to the copy of your identification.

Your application will be given to the Office of Vital Records immediately. Within 7-10 business days you will receive your birth certificate(s) **OR** a letter stating the problems that are preventing us from giving you the certificate(s). You may contact us at (928) 402-8811 to inquire about the status of your application.

**Note:** An incomplete application will delay the processing of your request.

**Eligibility & Requirements:**

All applicants except for the parents ***MUST*** provide proof of relationship and valid legal interest in the certificate. Examples include;

1. Birth certificates that link the applicant to the deceased or Marriage certificate that links the surviving spouse to the deceased. **Note:** The informant listed on the death certificate is not sufficient proof of relationship.
2. Will that links the deceased to the person with legal interest
3. Insurance policy
4. Court ordered guardianship
5. Title to personal or real property listing the deceased and applicant as co-owners
6. A document that establishes a legal interest in the record.

For more eligibility information please contact (928) 402-8811 or visit <http://www.azdhs.gov/vital-records/>.