DEATH CERTIFICATE REQUIREMENTS

In order to fulfill your request for your death certificate, we need you to send us the following:

- 1. Individual Name
- 2. Relationship to deceased
- 3. Date of Death
- 4. Phone number
- 5. Copy of photo identification, preferably state issued driver's license
- 6. Letter (application) MUST be notarized to confirm identity
- 7. Address where death certificate is to be sent
- 8. Check or money order for \$10.00 for each copy
- 9. If you are requesting another individual to pick up your death certificate on your behalf, you must indicate the name of the individual, and how they are related to you.
- 10. Mail request to:

City Clerk's Office 342 Central Avenue Dunkirk, NY 14048