



## Obtaining a Copy of a Death Record

There are three (3) types of death documents permitted for issue by NYS Public Health Law.

They are:

- Certified Copy**      A photographic reproduction of the actual death certificate
  
- Certified Transcript**      A computer- generated or other reproduction of information abstracted from the actual death certificate
  
- Certification**      A computer- generated or other reproduction of **only** the name of the person to whom the death relates, the date, place of death, and the filing date.

A **Certified Copy** or **Certified Transcript of death** can be issued to the spouse, parent or child of the deceased; to a lawful representative of the spouse, parent or child of the deceased; to a person requiring the record for legal right or claim; documented medical need, by NYS Court order or to a government agency when needed for an official purpose.

A **Certification** of death can be issued to the spouse, parent or child of the deceased; to a lawful representative of the spouse, parent or child of the deceased if and when there is only need for documentation of death.

### Forward Mail Requests To:

Registrar - Town of North Hempstead  
200 Plandome Road P. O. Box 3000  
Manhasset, New York 11030

### Include a Stamped, Self-addressed envelope with:

1. A \$10 Money Order for each copy ordered.
2. A Photo copy of the requestor's Identification. (State Motor Vehicle Driver's license, Non-Driver I D, Passport or other birth related I D)
3. Give name, date of death, relationship to the decedent and reason the death record is being requested.

### Priority Handling

\* In addition to the requirements above: Send request via FEDEX, USPS, UPS or other overnight carrier and include a pre-paid, self-addressed return envelop and applicable pick-up charges.