



**INFORMATION:** Death records are maintained in the Stanislaus County Vital Records office for the current calendar year and one year previous.

## **INSTRUCTIONS**

1. If you are requesting a certified **Informational Copy**, complete only the Applicant Information and Decedent Information portions of this form. If you are requesting a regular **Certified Copy**, complete the entire form.
2. If you submit your order in person, you must sign a sworn statement in the presence of Vital Records staff. If you submit your request by mail, you must complete the attached statement and sign it in the presence of a Notary Public. (Note: A funeral director ordering copies on behalf of an individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code is not required to complete the notarized statement.)
4. Use a separate application form for each different record of death for which you are requesting a certified copy (if submitting your request by mail, remember to identify each certificate requested on the sworn statement).
5. Complete the **Applicant Information** section and provide your signature where indicated. Give all the information you have available to identify the record of the decedent in the spaces under **Decedent Information**. If the information you furnish is incomplete or inaccurate, it may be impossible to locate the record.
6. Submit **\$14** for **each** certified copy requested. If no record of the death is found, the **\$14** fee may be retained for searching as required by statute. If you are mailing your request, indicate the number of certified copies you wish and include sufficient money with this application, in the form of a personal check, postal or bank money order (International Money Order only for out-of-country requests), made payable to **Vital Records**. Mail this application with the fee(s) to Vital Records, 820 Scenic Drive, Modesto, CA 95350.