

Request for a Certified Copy of a Death Certificate

Revised: 3/19/2020

Death Certificate requested:

Full name of Deceased: _____

Date of Death: _____

Person Requesting the Death Certificate:

(A certified copy of a Connecticut death certificate may be purchased for a fee by anyone at least 18 years old.)

Full Name: _____ Telephone #: _____

Mailing Address: _____

Signature: _____

Relationship to Deceased: _____

If eligible, do you want the decedent's Social Security number on the certificate copy? **Y / N

If "Yes," there is no need for the spouse or next of kin if they are listed as informant (person who provided information on death cert to the F. H./Hospital) to submit proof of relationship to the deceased.

If you are next of kin but are not listed as informant, you must submit proof of relationship to the deceased. Examples of acceptable proof of relationship include one's own birth certificate if a child of the deceased, or the deceased's birth certificate if a parent of the deceased.

Number of Copies Requested: _____

The fee for a certified copy of a Death Certificate is \$ 20.00 per copy.

Please mail this request with a Postal Money Order made payable to the Town of Manchester.

DO NOT MAIL CASH OR PERSONAL CHECKS

Mail request to:

Manchester Town Clerk's Office
41 Center Street
Manchester, CT 06040

Checklist for Obtaining a Certified Copy of a Death Certificate:

- Make sure that you are eligible to obtain the death certificate
- Complete the application
- Include the applicable fee
- Include copy of ID

Note: Per CT law (C.G.S. §7-51A), for deaths occurring on or after July 1, 1997, only the Funeral Director and the surviving spouse or next of kin may obtain a copy of the death certificate with the decedent's Social Security number listed on the death certificate. All other requesters will receive a certified copy without the decedent's Social Security number.