

Death Certificate Application

To obtain any Minnesota death certificate, Minnesota law requires you to provide the information on this form, pay the required fee, and provide acceptable identification.

Minnesota Statutes, section 144.225, subdivision 7, and Minnesota Rules, part 4601.2600, subpart 5.

Information about the deceased person - used to locate the requested death record

Deceased Person	First name (required)		Middle name (required)		Last name (required)		Name suffix	
	Date of death [MM/DD/YYYY] (required)		Date of birth [MM/DD/YYYY] Or Age		City of death		County of death (required)	
	First parent's name		Second parent's name		Spouse on record (if any)			
State MN								

What kind of death certificate do you want?

- Certified death certificate *with* cause of death information
- Certified death certificate *without* cause of death information (only for records 1997 to today)
- Certified VA death certificate for Veterans Affairs-related purposes

Requester - person completing this application – this information is required by law

Requester	Requester name (please print)					Date of birth (MM/DD/YYYY)			
	Mailing address - UPS will not deliver to PO boxes or APO addresses.				Apt/Unit #	City		State	ZIP Code
	Daytime phone (10-digit)				Email				

MANDATORY — Mark the boxes that describe your relationship to the deceased person:

1. A child of the subject
2. The parent of the subject
3. The sibling of the subject
4. The spouse on the record
5. The grandparent of the subject
6. The grandchild of the subject
7. Party responsible (licensed mortician or funeral director) for filing the death record
8. Subject's personal representative; the certified death certificate is required for the administration of the estate
9. Successor of the subject; the certified death certificate is required for the administration of the estate
10. Trustee of a trust; the certified death certificate is required for the proper administration of the trust
11. Determination or protection of a personal or property right (*You must submit documentation showing this relationship*)
12. Adoption agency — to complete post-adoption search (*Employee ID required*)
13. Attorney — my Minnesota Attorney License Number is: _____ NON-Minnesota Attorney - attach copy of license
14. I am presenting a valid, certified copy of a U.S. court order (not a subpoena) that orders release of the death certificate to me
15. Local/state/tribal/federal governmental agency (*Employee ID required*)
16. I have a signed statement from a person listed above; it specifies the decedent's full name (first, middle, last) and date of death, the signer's relationship to the subject of the record, and authorizes me to obtain the certificate.
17. I am a representative of the Department of Veterans Affairs (Best practice: wait until family has verified death record.)

Sign this form in front of a Notary Public if you are applying by MAIL or FAX.

I certify that the information provided on this application is accurate and complete to the best of my knowledge. It is against the law to provide false information to get a death certificate. You may be subject to fines, jail time or both. Minnesota Statutes, section 144.227 and section 609.02, subdivisions 3 and 4.

Signature of requester named above		Date		
		(if applying in person)		
Notary Public	Signed or attested before me on _____ day of _____, 20_____			Notary stamp/seal
	Printed name of notary public			
	Notary public signature		My commission expires	

Death Certificate Application

Name of person completing this application			
How many certified death certificates do you want?		Fee	Death certificates
One certified death certificate		\$13	
Additional copies are \$6 each <i>if you buy them at the same time as one purchased at \$13.</i>	# of additional copies	x \$6	
How many VA death certificates do you want?		Fee	VA certificates
VA death certificates are for Veterans Affairs related purposes only		\$0	\$0
Fees are due with the application and are non-refundable. Minnesota Statutes, section 144.226.			Total due
Total due = costs of death certificate(s)			
How do you want to pay?			
<input type="checkbox"/> Check	Check #	Make check or money order payable to “Lake of the Woods County Recorder” and send by mail with application. DO NOT SEND CASH. Checks returned for non-payment will result in a \$30 charge to you. You could also face civil penalties. <i>Minnesota Statutes, section 604.113, subdivision 2.</i>	
<input type="checkbox"/> Money order	Money order #		
Send your application and payment to:			
Lake of the Woods County Recorder Suite 280 206 8th Ave SE Baudette, MN 56623			
<p>We make every effort to process your request the same day it is received.</p> <p>Please call ahead to ensure the availability of staff to process your in-person request.</p>			
If you have questions about this form, contact recorder@co.lotw.mn.us or 218/634-1902			