

# City of Middletown Health Department

## Vital Statistics

### Death Certificate Request Instructions

**Notice to All  
Vital Statistics  
Customers:**

Pursuant to Ohio Revised Code 3705.29, it is unlawful to purposely obtain, possess, use, sell, furnish, or attempt to obtain, possess, use, sell, or furnish to another for the purpose of deception any certificate, record, or certified copy of it that relates to the birth of another person, whether living or dead.

#### Who Can Order a Record?

Vital records (records of births, deaths, and fetal deaths) are public records in Ohio. This means that anyone who can submit the basic facts of a record may request a copy.

Please complete one application form for each record or search requested. Please submit your applications with all available identifying information. If you do not have sufficient information to allow us to identify the certificate, you may request a search be performed rather than requesting a certified copy of the record.

#### Death Certificates and Social Security Numbers

As of October 15, 2015, for the *first five years after the date of death* the social security number of the deceased will not be included on the death certificate unless the requestor is:

- The deceased's spouse, or lineal descendant
- The deceased's executor, attorney, or legal agent
- A representative of an investigative government agency
- A private investigator
- A funeral director (or agent responsible for disposition of the body) acting on behalf of the deceased's family
- A veteran's service officer
- An accredited member of the media

**Individuals requesting a death certificate with the social security number included must indicate on their application that they are requesting the SSN be included and submit satisfactory identification to the registrar or clerk.**

**Fees:** In accordance with section 3705.24 of the Ohio Revised Code we are required by law to charge a fee for each certified copy of a vital record issued. The fee at this office for each certified copy of a birth, death, or fetal death record is **\$25.00** per certified copy.



City of Middletown Health Department  
**APPLICATION FOR CERTIFIED DEATH RECORDS**

RECORD INFORMATION: Information about the person you are requesting the record for

**PURCHASER'S INFORMATION:** Information about the person requesting the record

Please print clearly as this will be used for your receipt, mailing address and/or for future contact to complete your record request.

Purchaser's Name:		Email:	
Street Address:		Phone Number:	
City, State, & ZIP:		Purchaser's Signature:	

**For MAIL ORDERS ONLY:**

Credit Card #  Exp. Date:

Audit Number:	Date:
State File Number:	Payment Type:

**MAILING ADDRESS:**  
City of Middletown Health Department One  
Donham Plaza  
Middletown, Ohio 45042