



ADAMS COUNTY HEALTH DEPARTMENT
313 WEST JEFFERSON STREET ROOM 314
DECATUR, IN 46733
PHONE: (260) 724-5326 FAX: (260) 724-5328

APPLICATION FOR DEATH RECORD

Identification required: Preferably drivers license or other picture ID including name, address, signature. Case Managers, Attorneys, and/or Bank Representatives must provide professional and personal ID.

Name of Deceased _____

Date of Death _____ Place of Death _____

Relationship to Deceased _____

(A person requesting a certified copy of a death record must have a direct interest in the record. See back page for eligibility.)

Applicant's Printed Name _____

Applicant's Signature _____

Mailing Address _____
Street City State Zip

Phone Number _____ Email _____

Certified Copies - \$15.00 each Number of Copies Requested _____
(Stamped with official seal; can be used for legal purposes)

Non-Certified Copies - \$1.00 each Number of Copies Requested _____
(Not stamped with official seal; not for legal purposes)

****NOTE – WE ARE NOT RESPONSIBLE FOR ITEMS THAT ARE REQUESTED VIA USPS MAIL SERVICES.
You accept the risk associated with a lost application or certificate(s) when requesting via mail.****

If ordering by mail, please include:

- ✓ Picture ID of person requesting the record
- ✓ A stamped, self-addressed envelope
- ✓ \$15.00 for each certified certificate, \$1.00 for each non-certified copy

For office use only:

D.C.#	Completed By:	Date:
ID#	State:	Expires:
Certificate Numbers Issued (Certified Only)	Receipt#	

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Who is allowed to receive a certified copy of a Death Certificate?

Per IC 16-37-1-8, a person requesting a certified copy of a death record must have a direct interest in the record and show proper identification.

Family members considered to have a direct interest include:

- The Spouse of the Deceased
- Mother or Father of the Deceased
- Grandparents/grandchildren of the Deceased, if they can prove relationship
- Adult siblings (Brother or Sister), if relationship can be proven
- Adult children of the Deceased

Step relatives are not entitled to a certified copy of a Death Certificate except where provided in the following section.

Non-family members considered to have a direct interest include:

- Legal guardians with court ordered guardianship papers of the Deceased
- Recognized government or private agency working on behalf of the Deceased
- A person with a court order releasing the record
- Someone with power of attorney papers of the Deceased