

Information Regarding Your Request for a Death Record

To Whom It May Concern:

Regarding your request for a certified copy of a death certificate, please note that a **DOH-294A** form (attached) must be completed and accompanied with supporting documents establishing a legal right or claim to obtain a certified copy, such as judicial or other proper purpose to obtain a certification. **This application must be notarized if not applying in person.**

If you are the spouse, parent, sibling or child of the deceased, you are only required to provide a copy of documentation proving such (e.g., marriage license or birth certificate proving lineage). All others must establish a legal right or claim, which is defined as documentation demonstrating that the requestor has a legal need requiring a copy of the death certificate (e.g., letter from bank to the surviving joint account holder, letters testamentary from a person claiming to be the executor/executrix of the estate, insurance policy showing that the requestor is a beneficiary).

Attorney Copies – Request for death certificates by lawyers must be submitted in writing on the attorney's letterhead or on an official application form (DOH-294A - attached). The request must include: (1) the decedent's name and date of death; (2) who the attorney represents; (3) how the person named on the death certificate relates to the legal matter; (4) the reason the copy is required. The latter is required so that a determination of judicial or other proper purpose can be made. **The attorney must represent someone who is authorized to obtain a death certificate copy**, as listed above.

If you meet the above requirements, please note that confidential cause of death will be omitted from the certified copy unless specifically requested and you: are a person with a NYS Court Order issued showing of necessity for the confidential medical information; are the spouse, parent or child of deceased; are the lawful representative of the spouse, parent, sibling or child of the deceased; are a person requiring the confidential medical information for a documented medical need; are a person requiring the confidential medical information to establish a legal right or claim; or are a municipal, state or federal agency specifically requesting the confidential medical information for official purposes.

The cost for the certified copy is \$10.00, which includes the cost for the search and the certification. Checks should be made payable to the *Town of Montgomery*.

If you should have any further questions regarding this New York State required process, please feel free to contact this office.

Very truly yours,

Tara Stickles, Registrar
Town of Montgomery
110 Bracken Road, Montgomery, NY 12549
Telephone: 845.457.2660
Email: tstickles@townofmontgomery.com

Death records held in the Town of Montgomery begin in the year 1890.

