

**TOWN OF SHAPLEIGH**

**APPLICATION FOR A CERTIFIED COPY OF A DEATH RECORD**

\$15.00 for first copy, \$6.00 for each additional copy of the same record purchased at the same time.

*Make check payable to "Town of Shapleigh" '*

Please fill in the following information for location and record identification.

**\*\*PLEASE PRINT\*\***

Full Name of Decedent: \_\_\_\_\_

Date of Death: \_\_\_\_\_ Number of Copies Requested: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Indicate your Relationship to the person on requested record below:

- Spouse
- Registered Domestic Partner
- Parent
- Guardian
- Descendant
- Attorney of person on record
- Genealogist ID # \_\_\_\_\_
- None of the above (short form will be issued)

*By signing below, I swear/affirm that the information above is true and correct.*

Applicant Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

*Below line is for Clerk's use only*

**Proof of identity of applicant:**

**Applicant must provide one of these:**

- Driver's License
- Passport
- Government issued picture I.D.

**OR two of these:**

- Utility bills
- Bank statements
- Vehicle registration
- Income tax return
- Personal Check w/ address
- A previously issued vital record
- Letter from government agency requesting record (DHHS, WIC)
- Department of Corrections I.D.
- Social Security Card
- DD 214
- Hospital; birth worksheet
- License/rental agreement
- Pay stub
- W-2
- Voter Registration card
- Disability award from SSA
- Other \_\_\_\_\_

**Establishing eligibility to acquire record:**

- Related applicants must provide proof of lineage.
- Domestic Partners must provide proof of registration of domestic partnership
- Attorneys must provide a signed, notarized release from family
- Genealogists must provide a state-issued card

**Do not retain copies of proof provided or note any specific numbers**

Issuing Clerk's Initials: \_\_\_\_\_