

# Fax

To: Contra Costa County Clerk-Recorder From: \_\_\_\_\_

Fax: (925) 646-4908 Date: \_\_\_\_\_

Phone: (925) 646-2360 Pages: \_\_\_\_\_

Re: Internet Order for Death Certificate CC: \_\_\_\_\_

[Urgent](#) [For Review](#) [Please Comment](#) [Please Reply](#) [Please Recycle](#)

•Comments:

## Internet/Fax Ordering Instructions:

**Follows these steps to complete the Internet/Fax Order process:**

- 1. Print the Birth Certificate or Death Certificate Application - We have included a fax cover sheet**
- 2. Complete the Online Order form**
- 3. Take the Birth or Death Application to a notary to have the application Notarized**
- 4. Fax the completed and notarized application, with in 7 calendar days, to our office at: (925) 646-4908**

**INSTRUCTIONS TO COMPLETE WRITTEN APPLICATION FOR UNRESTRICTED  
CERTIFIED COPY OF A DEATH RECORD**

<b>1</b>	<p><b>Death Certificate Information:</b></p> <p>Print or type number of copies requested          Print or type name of registrant          Print or type date of death          Print or type city of death          Print or type father's name          Print or type mother's maiden name</p>
<b>2</b>	<p><b>Applicant Information:</b></p> <p>Print or type name of person ordering copy          Print or type address of person ordering copy          Print or type mailing address of person ordering copy, if different then address above          Print or type telephone number of person ordering copy, including area code</p>
<b>3</b>	<p>Using the list below check the box next to the code section in item 3 on the front of this application that authorizes you to obtain an unrestricted certified copy of a death record:</p> <p><b>103526(c)(1)</b> The registrant or a parent or legal guardian of the registrant</p> <p><b>103526(c)(2)</b> A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the death record in order to comply with the requirements of Section 3140 or 7603 of the Family Code.</p> <p><b>103526(c)(3)</b> A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business</p> <p><b>103526(c)(4)</b> A child, grandparent, grandchild, sibling, spouse or domestic partner of the registrant</p> <p><b>103526(c)(5)</b> An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate</p> <p><b>103526(c)(6)</b> Any funeral director who orders certified copies of a death certificate on behalf of any individual specified in paragraphs (1) to (5), inclusive, of subdivision (a) of Section 7100 of the Health and Safety Code</p>
<b>4</b>	<p><b>DO NOT COMPLETE THIS PART UNTIL YOU ARE WITH THE NOTARY PUBLIC WHO WILL PREPARE THE CERTIFICATE OF ACKNOWLEDGEMENT IN ITEM 5.</b></p> <p>Section 103526 of the California Health and Safety Code requires anyone requesting an unrestricted certified copy of a death record to complete and sign a sworn statement under penalty of perjury.</p>
<b>5</b>	<p><b>Certificate of Acknowledgement</b></p> <p>Complete items 1 to 3 on the front of this application then bring to a notary public. Complete and sign the sworn statement in item 4 in front of the notary public. Request the notary acknowledge your signature in the sworn statement in item 4. Mail the original application with the appropriate fee to:</p> <p>Contra Costa County Recorder          P.O. Box 350          Martinez, CA 94553</p>

