



**Department of
Records**
Municipal Archives

31 Chambers Street
New York, N.Y. 10007
Phone: 311 or (212) NEW-YORK (outside NYC)
nyc.gov/records

DEATH

APPLICATION FOR A SEARCH AND/OR CERTIFIED COPY OF A DEATH RECORD PRIOR TO 1949:

FEES:

- \$15.00 Issuance of certified copy, when certificate number is provided, or search of death records in one year and one City/Borough for one name and issuance of one certified copy or “not found” statement.
 - \$ 2.00 Per additional year to be searched in one City/Borough for the same name.
 - \$ 2.00 Per additional City/Borough to be searched in one year for same name.
 - \$10.00 Per additional copy of record.
 - \$ 5.00 Per letter of exemplification. Enclose payment for a letter of exemplification in a separate check or money order. If the record is “not found” the payment for the letter will be returned.
- Enclose stamped, self-addressed envelope.
 - Make check or money order payable to: NYC Department of Records.
 - To expedite processing, please send each request separately.

PLEASE PRINT OR TYPE

Last name on death record		First name	Middle name
Date of death		Cemetery, if known	
Month	Day	Year (s)	
Place of death		City/Borough	Age
Father’s name, if known		Mother’s name, if known	
Your relationship to person named above			Certificate no., if known
Purpose for which this record will be used			Number of copies requested
Your Name, please print		Signature	
Address			
City		State	Zip Code