

# Death Certificate Form (by mail)

## Please read carefully

**Requirements:** Must be **mother, father, son, daughter, husband, wife, informant on the certificate** or have a letter from **lawyer** stating a legal reason why the certificate is needed.  
If you are the executor of an estate, you must show proof with documentation.

**Please circle relationship from the above requirements**

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Name of Deceased:

Date of Birth:

Date of Death:

Age at Death:

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Mother's full maiden name:

Father's name:

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Place of Death (Hospital or Street Address)

Village, Town or City

County

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Purpose for which Record is Required

\_\_\_\_\_  
*Signature:*

\_\_\_\_\_  
*Date:*

Please write your current address below

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1- Please send request to: **Village of Port Chester - Vital Records**  
**222 Grace Church St.**  
**Port Chester, NY 10573**

2- Send a \$10.00 money order made out to the Village of Port Chester (\$10.00 per copy).

3- Copy of your driver's license (or other photo ID), Proof of who you are. Must be immediate relative the same name or must prove ID with a birth.

4- Self-addressed stamped envelope.