

DEATH CERTIFICATE REQUIREMENTS

In order to fulfill your request for your death certificate, we need you to send us the following:

1. Individual Name
2. Relationship to deceased
3. Date of Death
4. Phone number
5. Copy of photo identification, preferably state issued driver's license
6. **Letter (application) MUST be notarized to confirm identity**
7. Address where death certificate is to be sent
8. **Check or money order for \$10.00 for each copy**
9. If you are requesting another individual to pick up your death certificate on your behalf, you must indicate the name of the individual, and how they are related to you.
10. Mail request to:

City Clerk's Office
342 Central Avenue
Dunkirk, NY 14048