



**Town of Westbrook**  
**Office of the Town Clerk**  
 866 Boston Post Road  
 Westbrook CT 06498  
 860 399-3044

**APPLICATION FOR CERTIFIED COPY OF DEATH CERTIFICATE**

**Fee:** \$20.00 cash or check made payable to “*Westbrook Town Clerk.*” \_\_\_\_\_ # of Certified Copies  
**Death records as of 7/1/1997 restricted as to Social Security number.**

**VALID GOVERNMENT-ISSUED PHOTO IDENTIFICATION OF APPLICANT IS REQUIRED**

**Photographic identification may be substituted by at least two of the following documents:**  
 automobile registration, copy of utility bill showing name and address, checking account deposit slip stating name and address or any other valid government-issued ID.

**I AM APPLYING FOR THE DEATH CERTIFICATE OF:**

Full Name *(first/middle/last)* \_\_\_\_\_

Place Of Death *(town/state)* \_\_\_\_\_ Date of Death *(mm/dd/yy)* \_\_\_\_\_

Place Of Birth *(town/state)* \_\_\_\_\_ Date of Birth *(mm/dd/yy)* \_\_\_\_\_

Town of Residence at Date of Death \_\_\_\_\_

**I DECLARE THAT I AM:**

- a party listed on the death certificate as \_\_\_\_\_ Relationship \_\_\_\_\_
- an immediate family member \_\_\_\_\_ Relationship \_\_\_\_\_
- an authorized CT genealogist. (Must produce valid, signed card.)
- a person authorized by the Dept. of Health & Chief Medical Examiner Rep. (Signed letter on letterhead required.)
- Other \_\_\_\_\_

**SIGNATURE** of Applicant \_\_\_\_\_ **Phone #** \_\_\_\_\_

**ADDRESS** of Applicant *(street/town/state)* \_\_\_\_\_



*If requesting by mail, include: (1) Completed application form, (2) check or money order, (3) Self-addressed, stamped envelope, (4) legible copy of photo ID. Mail to the address above.*

**FOR OFFICE USE ONLY:**

Date certified copy issued: \_\_\_\_\_ Person issuing copy: \_\_\_\_\_

Form(s) of identification used: \_\_\_\_\_

## **Request a Certified Copy of a Death Certificate from Town**

A certified copy of a Connecticut death certificate may be purchased for a fee by anyone at least 18 years old. There are a few restricted fields on the death certificates, including the decedent's social security number that can only be accessed by the decedent's spouse or next of kin. If you need a copy of the death certificate with the social security number on the certificate, you will need to provide proof of identity and proof of the relationship that allows you to obtain the death certificate with this information.

### **Checklist for Obtaining a Certified Copy of a Death Certificate:**

- Make sure that you are eligible to obtain the death certificate
- Complete the application
- Include the applicable fee

### **One Time Fee Waiver for A Copy of a Veteran's Death Certificate**

Connecticut law allows the spouse, child or parent of a deceased veteran to obtain one (1) free certified copy of the decedent's death certificate provided the requesting family member presents a copy of their valid government issued photo I.D. and proof of their relationship to the deceased. Examples of acceptable proof of relationship include a marriage certificate for a spouse, one's own birth certificate, if a child of the deceased, or the deceased's birth certificate, if a parent of the deceased. If eligible for the one time waiver, request it on the Application to Request a Death Certificate form and submit the required identification and documentation to the town or State Vital Records office.

The fee will be waived for the requesting family member only if the request includes the required valid ID, proof of relationship to the veteran, **and if the veteran status** is indicated on the death certificate.