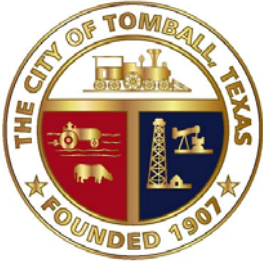


INSTRUCTIONS FOR APPLICATION FOR CERTIFIED COPY OF A DEATH RECORD



PLEASE ENCLOSE A PHOTOCOPY OF VALID PHOTO ID.* Please indicate the number of records you are requesting, and compute the amount of money to be sent. Please **do not** send cash through the mail. The price for the first Death Certificate is \$21.00, and each additional Death Certificate is \$4.00. **Make your check or money order payable to the City of Tomball. All documents will be returned via certified mail only.** Please refer to the table below when calculating your total:

No. of Copies	Cost	Certified Mail	Total
1	\$21.00	\$5.98	\$26.98
2	\$25.00	\$6.15	\$31.15
3	\$29.00	\$6.15	\$35.15
4	\$33.00	\$6.15	\$39.15
5	\$37.00	\$6.15	\$43.15
6	\$41.00	\$6.15	\$47.15

Applicant's Name:

Give YOUR full name.

Mailing Address:

Give us your complete current mailing address. This is the address where the documents will be mailed.

Telephone Number:

Please provide a daytime/work telephone number.

Attention of:

Provide the name of the person who will be receiving the document; **you will have to sign for the certified mail.**

Relationship to Person Named on Record:

How are you related to the person named on the record?

Signature:

Your signature acknowledges you have read all of the instructions and accept the form. You must also date the form.

Name on Record:

State the FULL name of the person whose record you are requesting.

Date of Event:

Give the exact date of death.

Sex:

Enter Male or Female.

Place of Event:

State the name of the city and county in which the death occurred.

Father's Name:

Give the full name of the father of the person shown on the record.

Mother's Maiden Name:

Give the mother's name prior to marriage of the person on the record.

Additional Information:

Please be sure to provide all information, it assists in positively identifying a record when exact dates, places and spelling of names are not known for a death certificate:

- Social Security Number of Deceased
- Birth Date of Deceased
- Birth Place of Deceased
- Marital Status of Deceased

MAIL TO THE ADDRESS AT THE BOTTOM OF THE APPLICATION WITH THE CORRECT FEE ENCLOSED.

*Acceptable forms of ID: State-issued Driver's License or ID, Student ID, Government employment badge/card, Military ID, or Prison ID.

SHOULD ANY PART OF YOUR APPLICATION BE LEFT BLANK OR THE INCORRECT FEE ENCLOSED, THE APPLICATION WILL BE RETURNED.

For any additional questions or requiring more than 6 copies, please contact our Vital Registrar at 281.290.1000