



TEXAS DEATH CERTIFICATE APPLICATION

PLEASE PRINT. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. INCLUDE A PHOTOCOPY OF YOUR VALID ID WHEN SENDING IN THE REQUEST. SEE INSTRUCTIONS ON BACK.

Step 1: YOUR INFORMATION AND SHIPPING ADDRESS (PLEASE PRINT)

Your Name (First, Middle, Last Name, Suffix) Please separate with a space between first, middle and last name.

Grid for name entry

Street Address, City, State, Zip Code

Your relationship to Person named on Certificate: Parent / Spouse Other-Specify, E-mail Address, Daytime Phone Number

I authorize mailing to the address below, if mailing to address other than listed above.

First, Middle and Last Name, Suffix (Please separate with a space between first, middle and last name.)

Grid for address entry

Address to Send Certificate to if different than noted above, City, State, Zip Code

Reason for Request: Records Estate Insurance Other:

Step 2 : INFORMATION FOR THE PERSON NAMED ON DEATH CERTIFICATE (PLEASE PRINT)

Full Name on Certificate (First, Middle, Last Name, Suffix) Please separate with a space between first, middle and last name.

Grid for name entry

Date of Death, Month, Day, Year, Date of Birth, Month, Day, Year, Social Security Number

Place of Death, City, County, State, TEXAS ONLY

Parent 1: First, Middle, Last name prior to first marriage (Maiden Name) Please separate with a space between first, middle and last name.

Grid for parent 1 name entry

Parent 2: First, Middle, Last name prior to first marriage (Maiden Name) Please separate with a space between first, middle and last name.

Grid for parent 2 name entry

Step 3 : COST & FEES (FEES NON-REFUNDABLE)

Table with columns: Select Certificate Type, Qty, Price/each, Total

Make check or money orders payable to: CITY OF BORGER

Total Due \$

Step 4 : AFFIDAVIT

ONLY applications for death certificates (NOT death verifications) submitted by mail need to be notarized

STATE OF

COUNTY OF

This instrument was acknowledged before me on (Date)

by (Name of person acknowledging)

(Notary Public's Signature) (Personalized Seal)

WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000.

READ & SIGN (If record is not found, the fees are not refundable and are kept. If record is not on file, VSS will issue a "not found" letter.)

Signature of Applicant Date Signed (MM/DD/YYYY)

OFFICE USE ONLY

CASH CHECK MONEY ORDER CREDIT CARD (walk in only)

DEATH CERTIFICATE NUMBER: 142 -

AMOUNT\$

DOCUMENT CONTROL NUMBER(S):

REMIT No.

FILED BY STAFF

DATE



TEXAS DEATH CERTIFICATE APPLICATION

PLEASE PRINT. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. INCLUDE A PHOTOCOPY OF YOUR VALID ID WHEN SENDING IN THE REQUEST.

Walk In: Same day service in most cases. Hours are Monday-Friday 8:00 am - 5:00 pm. Borger City Hall - 600 N. Main Street - Borger, Texas 79007

Online Orders: Visit www.texas.gov to order online. Online orders are mailed 20-25 business days after receipt of the request.

Mail In Orders: Processed and mailed 1 - 3 weeks after receipt of the request. **Mail to:** City of Borger, PO Box 5250, Borger, TX 79008-5250

Copies of death certificates for deaths that occurred within the past 25 years can be requested only by immediate family members of the person whose name is on the certificate. See Section 181.1(13) of the Texas Administrative Code for who qualifies as an immediate family member. An immediate family member is the decedent's child, spouse, parent, sibling, or grandparent.

Applicants who are not immediate family members must provide legal documentation (such as an insurance policy listing the applicant as the beneficiary) that documents a direct, tangible interest in the death certificate.

The applicant must include a photocopy of his or her valid photo ID issued by a governmental entity. See Section 181.28 of the Texas Administrative Code for a complete list of acceptable forms of identification. You also can see VSS's page on acceptable identification in English (<http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/>) and Spanish ([http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-\(Spanish\)/](http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-(Spanish)/)).

Applications for death certificates cannot be processed without a photo ID or alternate IDs and the signature of the applicant.

Verification Letter - A verification letter will include the decedent's name, the date of death, and the county where the death occurred. Verification letters are available for deaths that have occurred since 1903. Verification letters are not considered legal substitutes for certified copies of death certificates. The VSS strongly recommends that applicants ensure a verification will satisfy its intended use.

Walk In Customer Checklist

- Complete steps 1, 2, and 3 of the application. Please type or print clearly.
- Sign and date the application.
- Have current driver's license, passport or state identification ready
- Have appropriate fees ready. Make checks or money orders payable to CITY OF BORGER.

Mail In / Expedited Customer Checklist

- Complete steps 1, 2, and 3 of the application. Please type or print clearly.
- Complete step 4 of the application: Sign and date the application in the presence of a notary public.
- Enclose a copy of a current driver's license, passport or state identification.
- Enclose appropriate fees. Make checks or money orders payable to CITY OF BORGER.

For the status of your request, contact City of Borger by telephone at 1-806-273-0904 or by email at ssauls@borgertx.gov.