

INSTRUCTIONS FOR APPLICATION FOR CERTIFIED COPY OF DEATH RECORD

Indicate the number of records requested and compute the required amount of money.

Item 1. Full Name of Person on Record:

State the FULL NAME of the person shown on the record being requested.

Item 2. Date of Death:

Give the exact date of death.

Item 3. Sex:

Enter Male or Female.

Item 4. Place of Death:

We only issue deaths occurring in Bedford, Tarrant County.

Item 5. Full Name of Father:

Give the full name of the father, if he is listed, of the person shown on the record.

Item 6. Full Maiden Name of Mother:

Give the full **maiden** name of the mother of the person shown on the record.

Item 7. Additional Identifying Information for Death Certificate:

List Social Security Number, Birth Date and Birth Place of deceased.

Item 8. Applicant's Name:

Give YOUR full name, not the name of the person on the record.

Item 9. Telephone Number:

Give your daytime [8:00 a.m. – 5:00 p.m.] telephone number with area code where you can be reached Monday through Friday. You may also provide a pager or cell phone number, but please inform us if so.

Item 10. Mailing Address:

Give your complete current mailing address including City, State and Zip Code.

Item 11. Relationship to Person Named in Item 1:

State your relationship to the person whose record you are requesting. You must be a qualified applicant to receive a certified copy. Please attach a copy of the proof document(s) to this application if you are a guardian or legal representative.

Item 12. Purpose for Obtaining This Record:

State the reason or purpose for which you are requesting the record. This can include "estate, Social Security, personal records, insurance." Do not leave this item blank.

Sign and date the application. Enclose a photocopy of your picture identification such as driver's license, passport, work I.D., military I.D., or school I.D. If you do not have a photo I.D. you must provide **two** forms of non-photo identification I.D. such as Social Security, Voter's Registration, Insurance Card, Hunting/Fishing License or credit card.

