

# CERTIFIED COPIES OF THE DEATH CERTIFICATE

*After we obtain the information and prepare our part of the death certificate, it is electronically assigned to the physician who will complete the cause and manner of death, and then signs as the certifier. The funeral director then reviews the document to ensure that it is properly prepared and then the funeral director signs the death certificate.*

*After all of the necessary information and signatures have been obtained, the death certificate is filed electronically with the State of Oklahoma Department of Vital Records in Oklahoma City, OK. There is a charge of \$15.00 for each individual certified copy of the death certificate issued by the State Department of Health. The original order of certified copies of the death certificate may take as long as 4-6 weeks to receive. Additional certified copies of the death certificate may be ordered at any time after the original order is received; reorders are usually received in 1-2 weeks.*

*You may need a certified copy of the death certificate for the following items. A photocopy of a certified death certificate is not generally accepted in these instances, although you may always ask for its return once the company has finished. We suggest you utilize this checklist, so that you may order a sufficient number of certified copies of the death certificate now.*

- Transferring real estate, homes, lots, acreages (1 per abstract)
- Settling life/home/auto insurance claims (1 per company)
- Settling health/medical/dental/disability claims (1 per company)
- Obtaining union/pension/retirement benefits (1 per company)
- Transferring titles (manufactured home/automobile/boat/camper/recreational vehicles)
- Transferring stocks/bonds (1 per corporation)
- Transferring bank, credit union, checking, savings, trust, or CD accounts (1 per institution)
- Entering safety deposit boxes
- Filing federal/state/personal income tax returns (1 per return)
- Settling insured loans/credit cards claims
- Settling mortgage insurance claims
- Filing Railroad Retirement benefits
- Filing Teachers Retirement benefits
- Filing Civil Service Retirement benefits