

## **HOW TO OBTAIN A DEATH CERTIFICATE**

The cost of a death certificate from the City of Hornell is \$10, payable in cash or money order only [made out to "CITY OF HORNELL"].

The Office of City Clerk has death certificates only for those who died within the physical boundaries of the City of Hornell.

Those eligible to apply for a death certificate are the spouse, parent, child or sibling of the deceased; the lawful representative of the spouse, parent or child of the deceased; those with a New York State Court Order issued on a showing of necessity; those requiring the record for a documented legal right or claim; and, those requiring the record for a documented medical need.

There are only two ways to apply for a death certificate: either in person at the City Clerk's office, or through the mail.

If in person: Present identification and state your connection to the deceased.

If via mail: Write a brief request for a certified death certificate, stating the name of the deceased, the date and location of death, and the applicant's relationship to the deceased. Also, please include your phone number. Provide photocopied identification [e.g., a driver's license], along with payment and a self-addressed, stamped envelope. If there are no problems or omissions, certified death certificates are mailed back the same day they are received.

Mail requests to:

CITY CLERK  
82 Main St. PO Box 627  
Hornell, NY 14843