

Jefferson County Public Health
615 Sheridan Street
Port Townsend, WA 98368
(360) 385-9400

Application for Certified Copy of Death Certificate

If the date of death is prior to May 15, 2012, send application to:

Center for Health Statistics,
POB 9709, Olympia, WA 98507
with a check made payable to Center for Health Statistics

***For deaths that occurred in King County prior to 10/2015, contact
the Center for Health Statistics at 360-236-4300 or visit www.doh.wa.gov for an application.**

Include a check or money order for the fee of \$20.00 for each copy requested, made payable to JCPH.

Today's Date: _____ Date of Death: _____

Full Name of Deceased: _____ VA: Yes ___ No ___

*County of Death: _____

Your Name: _____ Phone: _____

Name of Funeral Home: _____

Quantity requested _____ x \$20 ea = _____ (amount enclosed)

_____ VA Copy (**1 at no charge, form DD214 required**)

_____ I will pick up copies **Services are limited until further notice. This is not available at this time.**

_____ Please mail copies (**include \$4.00 for postage and handling fee**)

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Office use:

Date received: _____ **Amount:** _____ **Revenue Receipt #** _____

Date certificate(s) issued: _____

Initials: _____

Department of Health

Disease Control and Health Statistics, Center for Health Statistics

Policy Statement

Revised 10/8/11

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|--|------------------|
| Title: Certified Copies of Vital Records for VA Claims | Number: CHS B-17 |
| References: RCW 70.58.107 | |
| Contact: Jean Remsbecker | |
| Phone: (360)236-4330 | |
| Email: Jean.remsbecker@doh.wa.gov | |
| Effective Date: April 1, 2015 | |
| Supercedes: N/A | |
| Approved By: Christie Spice, Director | |

Vital records law, RCW 70.58.107, requires the Department of Health (department) to provide certified copies of birth, death, fetal death, marriage, divorce, annulment or legal separation at no charge when requested in connection with a claim for compensation or pension pending before the Veterans Administration (VA).

In order to establish proof that a claim is pending before the VA and receive certified copies of vital records at no charge, requestors must provide the following information:

| Requestor | Documentation Required |
|---|---|
| Person or family member with a claim pending | Letter from VA on official letterhead with claimants name and eligibility for VA benefits or DD214 for decedent that shows honorable discharge from military service and completed certificate order form that contains all the required information |
| Agency working on behalf of person or family member | Letter from VA on official letterhead with information that the claimant named is eligible for VA benefits and completed certificate order form that contains all the required information. |
| Funeral Home Director | Letter from VA on official letterhead with claimants name and eligibility for VA benefits or DD214 for decedent that shows honorable discharge from military service and completed certificate order form that contains all the required information. |

After review of the documentation and verification, if necessary, the department will issue certified copies of the required records to the requestor at no charge. The department will only issue the type of record required by the VA at no charge unless the letter from the VA clearly shows a need for more than one type of record. For example, if the VA requires a birth certificate, the requestor may not obtain a marriage certificate at no charge unless the VA explicitly requires it to process the claim. However, the requestor may purchase any other certificate(s) at the \$20 fee established in RCW 70.58.107 for other purposes. The requestor may submit additional requests for any new claim(s) as needed.