

SWITZERLAND COUNTY HEALTH DEPARTMENT

P.O. Box 14, Vevay, Indiana 47043
Phone (812) 427-3220 Fax (812) 427-0235

APPLICATION FOR DEATH CERTIFICATE

WARNING: To obtain a death certificate, you must be able to show a direct interest in the record or need the record to determine personal or property rights.

PLEASE NOTE THAT THE APPLICATION WILL NOT BE PROCESSED UNLESS ALL ITEMS ARE COMPLETED.

Name of Deceased _____

Date of Death _____

Place of death City/Town _____ Switzerland Co. IN

Mother's Name (maiden name included) _____

Father's name _____

Your Relationship to Deceased _____

Purpose for Which Record is Requested _____

Your Name (please print) _____

Your Address _____

Your Signature _____

Telephone Number _____

Number Requested _____ @ \$12.00 each – Total _____

We reserve the right to notify the family of the deceased of your request for this information.

****If you are mailing your request – Please enclose a self-addressed stamped return envelope.** Personal checks or Money Orders are accepted. You **MUST** enclose a copy of your photo ID that also shows your signature such as a state issued ID, driver's license, passport, US passport Card, Military or school ID with current dates. For further requirements please see the following pages.



FOR OFFICE USE ONLY

Date received _____

Initials _____

Who Can Obtain a Death Certificate

Indiana Codes 16-37-1-10, 16-37-1-11, and 16-37-1-11.5 serve as the State statutes for the fees, relationship, and identification requirements to purchase documents from the Vital Records office. The purchaser must have a "direct interest." A direct interest is defined as a documented and verifiable financial and legal interest or an immediate direct kinship (parent, adult sibling, or grandparent) to the person named on the record.

Others such as guardians, attorneys, funeral directors, or other authorized agents acting on behalf of the registrant or their family may demonstrate a direct interest when information is needed for determination or protection of personal or property rights.

Individuals without a direct interest may purchase a non-certified copy of a death record from ISDH Vital Records.

Depending on the individual's interest in the record, additional documentation may be required.

Direct Interest:

- Parents of the individual listed on the certificate – must be listed on the record
- Spouse of individual named on the certificate – must show proof of marriage
- Child or Grandchild, 18 years or older, of individual named on the certificate – must show proof of relationship
- Grandparents of the individual listed on the certificate – must be parent of a parent listed on the record & show proof of relationship
- Sibling, 18 years or older, of individual listed on the certificate – must show proof of relationship
- Aunt or Uncle of individual named on the certificate – must show proof of relationship
- Niece or Nephew, 18 years or older, of individual named on certificate – must show proof of relationship
- Step-Parent of individual named on the certificate – must have ID with valid marriage certificate
- Genealogy – individual named on the certificate must be over 75 years old and deceased – must show proof of death
- Funeral Home or Director – must have documents required to handle the body

No Direct Interest:

- Legal Interest – must show proof of interest

Identification Requirements

All requests require proper identification, proof of relationship or direct interest, or proof of legal interest to the person named on the record. Requests sent without proper identification or documentation will be returned without being processed.

Identification requirements may be fulfilled by submitting one valid Primary Document or two valid Secondary Documents. All documents must be current and valid; expired documents are not acceptable.

Accepted Primary Documents (One Form of Identification):

- Government Issued Driver's License / State ID – front and back required
- US Military ID – front and back required
- Passport
- Veterans ID
- Green Mexico Consular ID

Accepted Secondary Documents (Two Forms of Identification):

- Signed Social Security Card
- Department of Correction ID Card or Printout – must include picture
- College School ID – with proof of current enrollment (transcript, letter from administration)
- Work ID Badge – with proof of current employment (computerized paycheck stub, letter from employer)
- Voter Registration Card – with name and current address
- Current Vehicle Registration – with name and current address (not Title of Ownership)
- Military Discharge (DD-214)
- Home Lease/Rental Agreement or Warranty Deed – with name, current address and signature(s)

Those with Amish or Religious Exceptions must submit one form of primary documentation or two forms of secondary documentation.

Amish Primary Documents (One Form of Identification):

- Non-Photo ID

Amish Secondary Documents (Two Forms of Identification):

- Signed Social Security Card or IRS Form 4029 (exemption of SSN)
- Baptismal Certificate
- Marriage Certificate
- School Records