



Metro Public Health Dept
 Nashville / Davidson County
 Protecting, Improving, and Sustaining Health
 OFFICE OF VITAL RECORDS

APPLICATION FOR CERTIFIED COPY OF CERTIFICATE OF DEATH

Date: _____ Number of Copies Requested: _____

Enclose \$15.00 for Each Copy

Full Name of Deceased: _____
 First Middle Last Name

Date of Death: _____ Sex: Male or Female Age at Death: _____
 Month Day Year

Place of Death: _____
 City County State

Name of Funeral Home: _____

Location of Funeral Home: _____
 City County State

Signature of Person Making Request: _____

Relationship to the Deceased: _____

Purpose of Copy: _____

Cause of Death is available only to the decedent's parent, child, spouse, or an attorney or agency acting on behalf of the decedent's estate or qualifying family member. Copies of any legal documents, where applicable, should also be submitted.

Do You Want the Certificate to Show Cause of Death? YES NO

Telephone Number Where You may be Reached for Additional Information: () _____

IT IS UNLAWFUL TO WILLFULLY AND KNOWINGLY MAKE ANY FALSE STATEMENT ON THIS APPLICATION.

*** Government Issued ID Required With Signature**

A fee of \$15.00 is charged for the search of the records even if no record is found and includes one copy if the record is filed in this office. If the certificate is not found with the date of death you provide, a search will be made in the records for the year before and the year after the date indicated; this search is routine and is included in the \$15.00 fee. Do not send cash. Send a check or money order made payable to Metro Public Health Dept. **In addition, unless this application is notarized, you must send a photocopy of a government issued ID showing your signature.** If you have not received a response within 45 days, please write or call Vital Records at 615-340-5612.

PRINT name and address of person to whom the certified copy is to be mailed.

Send to:

 Name

 Address

 City State Zip Code

Metro Public Health Department
 Vital Records Section
 2500 Charlotte Avenue
 Nashville, TN 37209