



4949 Lake Shore Drive, PO Box 7
Bolton Landing, NY 12814
Phone: (518) 644-2444 Fax: (518) 644-2476
email: townclerk@town.bolton.ny.us

Death Certificates

A death certificate for an individual born in the Town of Bolton may be obtained in person at the Town of Bolton Clerks Office or by mail using the attached form.

A copy of a death certificate for an individual who was not born in the Town of Bolton may be obtained from the city/town/village clerk where the individual was born. If you are unable to determine where the individual was born, a copy may be requested from the New York State Department of Health at: www.health.state.ny.us/vital_records

A certified copy of a death certificate may be issued only to:

- The spouse, parent, sibling, or child of the deceased.
- A person with a New York State Court Order issued on a showing of necessity One or both parents of the person named on the birth certificate.
- The lawful representative of the spouse, parent, or child of the deceased.
- A person requiring the record for a documented legal right or claim.
- A person requiring the record for a medical need.
- A municipal, state, or federal agency when needed for official purposes.

The applicant must provide the decedent's name and date of death. If the request is made by someone other than the spouse, parent, or sibling of the deceased, the application must be accompanied by supporting documents establishing a legal right or claim to obtain a certified copy of the death certificate.

To obtain a certified copy of a death certificate you must meet the requirement listed above and provide one of the following:

- Driver's License
- State issued non-driver photo ID card
- Passport
- Naturalization Papers
- Military ID
- Employers Photo Identification

The fee for a death certificate is \$10. Our office accepts cash, check (made payable to the Town of Bolton) or credit card. A copy may also be obtained via mail by providing the completed death certificate request form, a copy of one of the forms of identification listed above and the \$10 fee for each copy requested.

- You can mail this information to:
- The Town of Bolton
- PO Box 7
- Bolton Landing, NY 12814

Application to Local Registrar for Copy of Death Record

PLEASE COMPLETE FORM AND ENCLOSE FEE

FEE: \$10.00 per copy or No Record Certification. Please do not send cash or stamps.

PLEASE PRINT OR TYPE

Name of Deceased			Date of Death or Period to be Covered by Search		
First	Middle	Last			
Name of Father of Deceased			Social Security Number of Deceased		
First	Middle	Last			
Maiden Name of Mother of Deceased			Date of Birth of Deceased		Age at Death
First	Middle	Last	Month	Day	Year
Place of Death					
Name of Hospital or Street Address			Village, Town or City		County
Purpose for Which Record is Required					
What was your relationship to the deceased? _____					
In what capacity are you acting? _____					
If attorney, name and relationship of your client to deceased _____					
Signature of Applicant _____			Date _____		
Address of Applicant _____					

COMPLETE FOR DEATHS OCCURRING AS OF JANUARY 1, 1988

_____ Number of copies requested with confidential cause of death
_____ Number of copies requested without confidential cause of death

PLEASE PRINT NAME AND ADDRESS WHERE RECORD SHOULD BE SENT

Name _____
Address _____
City _____ State _____ Zip Code _____

ACCESS TO DEATH CERTIFICATES

Chapter 644 of the Laws of 1988 specifies the standards for the release of copies of death certificates may be issued:

1. To a person with a New York State Court Order issued on a showing of necessity;
2. To the **spouse, parent, sibling or child** of the deceased;
3. To the lawful representative of the spouse, parent, sibling or child of the deceased;
4. To a person requiring the record for a documented legal right or claim;
5. To a person requiring the record for a documented medical need; or
6. To a municipal, state or federal agency when needed for official purposes.