

HOW TO OBTAIN A DEATH CERTIFICATE

The cost of a death certificate from the City of Hornell is \$10, payable in cash, check or money order [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 or child 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. 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