

DEATH CERTIFICATES

The Riverhead Town Clerk's Office maintains death records for individuals who passed away in the Town of Riverhead from 1881 through present.

The only individuals eligible to obtain a death certificate include:

- ❖ The surviving spouse of the decedent.
- ❖ A parent of the decedent.
- ❖ A child or sibling of the decedent. In addition to the photo ID requirement below, a child or sibling of the decedent must also include a copy of his/her birth certificate that lists the parent(s).
- ❖ Other individuals who have a documented lawful right or claim. An example of a lawful right or claim would be if an applicant needed the death certificate to claim a benefit. Documentation would consist of a letter from the agency addressed to the applicant stating the requirement of a certified death certificate to process the claim. The certificate will be sent directly to the agency or company that requires the document. Please provide the address and name of a contact person.

Identification Requirements: Applications must be submitted with a copy of one of the following forms of valid photo ID:

- Driver's license
- DMV issued non-driver photo ID card
- Passport
- US Military ID

Mail Requests will be sent to the address that appears on the photo ID unless an acceptable **Proof of Mailing Address** (current within one year) is included with the application.

PROOF OF MAILING ADDRESS:

Current Utility Bill (electric, phone, water, cable)

Tax Return

Lease or Rental Agreement

Property Tax Receipt/Bill

Other Official Government Mailing

Fee: \$10.00 per certified copy requested. Payment should be made by money order payable to "Riverhead Town Clerk" and mailed to:

**Diane Wilhelm
Riverhead Town Clerk
200 Howell Ave.
Riverhead, NY 11901**