

**MONTANA VITAL STATISTICS**  
**111 N SANDERS RM 209**  
**PO BOX 4210**  
**HELENA, MONTANA 59604-4210**  
**406-444-2685**

**APPLICATION FOR A COPY OF A DEATH CERTIFICATE**

**We maintain death certificates for deaths that occurred in Montana from 1907 to the present.**

**Please complete the following information.**

Decedent's Name: \_\_\_\_\_

Date of Death (We need a date to begin searching if date is unknown): \_\_\_\_\_

Place of Death: \_\_\_\_\_ Age at time of death: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Parent's names if known: \_\_\_\_\_

Occupation: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_

What type of certificate do you need?

Reason record is needed:

Certified \_\_\_\_\_

Not Certified \_\_\_\_\_

**NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)**

**Signature of Applicant:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Ways to order:**

**T**Fax your application with credit card information to 406-444-1803. Certificates are mailed within **3 working days**.

**T**Mail the application with correct fee (check or money order\*). Certificates are mailed within **two to three weeks**.

- Makes checks or money orders payable to **Montana Vital Records**

**T**Apply in person for same day service. Office hours are 8:00 am to 5:00 pm Monday through Friday.

**What is the cost ?**

**T** Certified Copy of a Death Certificate: \$12.00 for first copy, \$5.00 for each additional copy of the same record (or the search of files when no record is found) (**non-refundable**) Complete copies of a Death certificate within two years of the date of death can only be issued to the following: Parent, Spouse, Child (must provide proof of relationship/legal need), Legal Guardian (must provide proof of guardianship) or Authorized Representative (must provide proof).

**T**Informational Copy of a Death Certificate: \$10.00 (**non-refundable**)

**T** Searches: \$10.00 for the first 5 years searched, then \$1.00 per year over the first five years per name requested. (An informational copy will be issued if record is found) (**non-refundable**)

**T**\$6.00 shipping and handling fee (**for fax or online credit card orders only**)

**T**\$16.00 for Federal Express weekday delivery in the continental United States. (**Credit card orders only**)

**T**\$23.00 for Federal Express weekday delivery to Alaska and Hawaii. (**Credit card orders only**)

**Method of Delivery:** \_\_\_\_\_ Regular Mail \_\_\_\_\_ Federal Express (cannot be delivered to a PO BOX)  
(package must be signed for)

**Credit Card #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Mailing or Delivery Address:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_