



# DEATH CERTIFICATE APPLICATION

Town Clerk's Office: 603-640-3200; [townclerk@hanovernh.org](mailto:townclerk@hanovernh.org)

P.O. Box 483 – 41 South Main Street – Hanover, NH 03755

## **INSTRUCTIONS:**

1. If requesting by mail, **enclose a photocopy of picture identification of the person requesting the record** (driver's license, passport or other picture identification); you will be asked to present a photo ID if requesting the record in person.
2. Person requesting certificate must be oneself or have a close familial relationship as defined below, or have a direct and tangible interest (a guardian or respective legal representative).
3. Payment in cash, check or money order payable to the Town of Hanover – do not send cash for mail requests!
4. If requesting by mail, include a **self addressed stamped envelope** for the return of the certificate and mail request package to HANOVER TOWN CLERK – PO BOX 483 – HANOVER, NH 03755-0483.

## **PLEASE TYPE OR PRINT CLEARLY**

Number of Certificates Requested: \_\_\_\_\_ Fee: **\$15.00\*** for the first certificate and **\$10.00** for each additional

Name of Deceased (First, Middle, Last): \_\_\_\_\_

Date of Death (Month, Day, Year): \_\_\_\_\_

Place of Death (City or Town in New Hampshire): \_\_\_\_\_

Issued with Cause of Death? Yes or No (if not indicated, cause of death will be presented): \_\_\_\_\_

Issued with Social Security #? Yes or No (if not indicated, SSN will be presented): \_\_\_\_\_

Purpose for which the certificate is requested: \_\_\_\_\_  
(Example: records, genealogy, insurance, legal, estate settlement)

Name and Address to send certificate(s): \_\_\_\_\_  
\_\_\_\_\_

Telephone/Email Address (in case we need to contact you): \_\_\_\_\_

Your Signature: \_\_\_\_\_ (all unsigned requests will be rejected)

Date: \_\_\_\_\_ Relationship to Registrant: \_\_\_\_\_ (see below)

## **The following stipulations apply to your relationship to the individual:**

- ✓ *Records 50 years and older are public record and familial relationship is not required.*
- ✓ *Records for events occurring within 50 years of date requested must have a familial relationship of mother, father, brother, sister, uncle, aunt, niece, nephew, grandparent, and step parents; or have a direct and tangible interest in this record, such as a guardian or a legal representative.*

**PLEASE NOTE:** As of April 2017, Death records for the entire State of New Hampshire can now be issued by any City/Town Clerk in New Hampshire from 1965 – present

*\*A fee of **\$15.00** is required by law for the search of the file for any one record whether the record is located or not.*

**NOTICE:** Any person shall be guilty of a Class B Felony if he/she willfully and knowingly make any false statement in an application for a certified copy of a vital record as per RSA 126:24.