

Division of Vital Records, Oklahoma State Department of Health
1000 Northeast 10th Street, Post Office Box 53551
Oklahoma City, Oklahoma 73152-3551

APPLICATION FOR SEARCH AND CERTIFIED COPY OF DEATH CERTIFICATE

Facts Concerning This Death

Full name of deceased _____ Race _____

Date of death _____ Place of death _____, OKLAHOMA
(Mo.) (Day) (Year) (County) (City)

Check box if death was stillbirth or fetal death

Funeral director in charge _____ Address _____

Purpose for which this copy is needed _____

Signature of person making this application _____ Date of application _____

PLEASE PRINT CORRECT MAILING ADDRESS BELOW:

(Name)

(Street Address)

(City) (State) (Zip)

Number of copies wanted @ \$10.00 _____

Fee enclosed \$ _____

ENCLOSE A STAMPED
SELF-ADDRESSED
ENVELOPE WITH THIS
APPLICATION

Request for a search of the records for a death certificate of any person who died in the State of Oklahoma should be submitted on this blank along with the required fee of \$10.00. If the death certificate is on file a certified copy will be mailed.

The information requested above should be filled in carefully and accurately. It is the minimum needed to make a thorough search for a death record.

Send ten dollars (\$10.00) in cash, money order or check for each copy desired. Cash is sent at sender's risk. Make checks or money orders payable to the State Department of Health.

A copy required to be submitted to the Veterans Administration or U.S. Commissioner of Pensions, in connection with a claim for military-service-connected benefits may be obtained without fee provided a signed statement is attached which sets forth these facts and requests that the copy be issued without fee. Members of the armed forces and veterans must pay regular fees for copies to be used for all other purposes.

A valid, legal photo I.D. **is required** from the applicant or the individual representing the applicant for the issuance of a birth, death or stillbirth certificate.
Do not send original ID with your application please send a photocopy.

VS150 R8-93

How To Obtain An Oklahoma Birth Or Death Certificate

It is our goal to serve the Citizens of the State of Oklahoma with courtesy, dignity and with confidence in the most expedient manner possible.

Certified copies of Oklahoma birth and death records are available at the Oklahoma State Department of Health Vital Records Service. Application for obtaining a birth or death certificate may be submitted by writing to our office or by visiting one of our office locations.

For Out-of-State Birth or Death Certificate, please see the National Center for Health Statistics' site on [Where to Write for Vital Records](#).

Oklahoma began filing birth and death records in October of 1908. It was not mandatory, however, that these records be filed until 1917. Because birth and death records were not required in years past as they are today for identification or settlement of claims in matters of death, the filing process in many years prior to 1940 are sketchy. It is the responsibility of the hospital, attendant at birth or the funeral director in each matter of birth or death to properly obtain the information needed and file the certificate in a timely manner.

To better provide service to you we must be in receipt of certain information (see below). This information helps us to help you and allows us to process your request in an expedient manner with no unnecessary delays. If this information is not accurate this delays the search and may result in the document not being located. That is why it is important to furnish complete and accurate information with your initial request. You can be assured that every attempt will be made to make a thorough search of our files for the document you have requested.

Birth and death records are not open for public inspection. A birth certificate may be applied for by the person him/herself, the immediate next of kin or an authorized agent, who must provide a statement indicating that they are working in the best interest of the registrant, by written application, proper identification, proper information and applicable fees. Any individual may obtain a death certificate upon written application, proper information and identification and applicable fees.

Certified Copies of birth and death records may be obtained by either:

1. Coming to the Vital Records Service, Room 117, Oklahoma State Department Of Health, 1000 Northeast 10th, Oklahoma City, OK, Monday - Friday, between 8:30 a.m. and 4:00 p.m., OR

2. Writing to:
Vital Records Service
Oklahoma State Department of Health
1000 Northeast 10th
Oklahoma City, OK 73117

(405) 271-4040

Phone service is available between the hours of 8:00 A.M. and 4:30 P.M.

3. Filling out and mailing in one of the following forms;

NOTE: These forms may now be filled out online but require the latest version of the free Adobe (TM) Reader in order to view. Complete instructions on downloading and configuring the reader for your system are available at the [Adobe \(TM\) Reader web site](#). Please read all form instructions carefully. If you are having problems using the PDF form, please print out and use the HTML form.

[Application For Search And Certified Copy Of Death Certificate \(106k .pdf \)](#)
[Application For Search And Certified Copy Of Death Certificate in HTML](#)

[Application For Search And Certified Copy Of Birth Certificate \(114k .pdf \)](#)
[Application For Search And Certified Copy Of Birth Certificate in HTML](#)

Hours of Operation: 8:00 A.M. to 4:30 P.M.
Lobby Hours: 8:30 A.M. to 4:00 P.M.

Information required to process a request for a birth certificate:

- The full name at birth.
- The date and place (city or county) of birth.
- Fathers full name (first, middle, last).
- Mothers full name (including her maiden name).
- Relationship to the person whose certificate is being requested and the purpose for needing the copy.
- Your daytime telephone number with area code.
- Your handwritten signature and complete return mailing address.
- A valid, legal photo I.D. is required from the applicant or the individual representing the applicant for the issuance of a birth, death or stillbirth certificate. Do not send original ID with your application please send a photocopy.

OBTAINING A BIRTH CERTIFICATE FOR FRAUDULENT PURPOSES
IS PUNISHABLE BY LAW.

In addition to your written request, you must include the necessary fees.

Heirloom Birth Certificates

Heirloom birth certificates are now available from the Division. Oklahoma Statutes Title 63, Section 1-316a provide for the issuance of a heirloom birth certificate. The Heirloom Birth Certificate is 11" x 14" with a dark blue trim, bearing a silver and gold seal, depicting a view of the State Capitol Dome. The certificate will reflect the child's name, date of birth, place of birth and names of the parents. The cost for a Heirloom Birth Certificate is \$35.00. This fee will pay for the issuance of one Heirloom Birth Certificate as well as a standard issued Certified Birth Certificate. In accordance with this Statute, proceeds from the sale of the heirloom birth certificate shall be used by the Child Abuse Training and Coordination Program, providing training and technical assistance to judges, prosecutors and members of the multidisciplinary child abuse teams who intervene in circumstances of child abuse.

Information required to process a request for a death certificate:

- The full name of the individual at the time of death.
- The date and place (city or county) of death.
- Relationship to the person whose certificate is being requested and purpose for needing the copy.
- Your handwritten signature and complete return mailing address.
- A valid, legal photo I.D. is required from the applicant or the individual representing the applicant for the issuance of a birth, death or stillbirth certificate..

In addition to your written request, you must include the necessary fees.

Fees

Effective July 11, 2003, the fee for the search of a birth record is \$10.00. This fee will pay for the issuance of one certified copy of the birth certificate to a qualified applicant if the certificate is located. Additional copies will be issued at a cost of \$10.00 per copy. The searching fee is not refundable or transferable. Please make your check or money order payable to the Vital Records Service. If mailing your request, please enclose a self addressed stamped envelope for return of the requested certificates.

Corrections or additions to birth records require additional fees and submission of required documentation. Instructions and assessment of fees will be made on an individual basis after review of the requested record.

The fee for the search of a death record is \$10.00. This fee will pay for the issuance of one certified copy of the death certificate if located. Additional copies will be issued at a copy of \$10.00 per copy. The searching fee is not refundable or transferable. Please make your check or money order payable to the Vital Records Service. If mailing your request, please enclose a self addressed stamped envelope for return of the requested certificates.

Corrections or additions to death records require additional fees and submission of required documentation. Instructions and assessment of fees will be made on an individual basis after review of requested record.

Expedited Service

Requests using the U.S. Postal Service's or other overnight services, next day delivery, will allow processing within 24 to 48 hours. These services however, must include an envelope with US postage attached or a check payable to the appropriate courier for the total amount of pickup and delivery or the item. These fees can be determined by contacting the courier in advance. Account numbers will not be accepted since the Division has been advised by the major couriers, that as the sender we will be held responsible for payment if the individual declines payment for any reason. There will be no exceptions. If this process is not complete the document will be returned by regular U.S Mail. Birth or Death certificates cannot be faxed. [VitalChek](#) also provides online service.

Marriage and Divorce Certificates

Marriage and Divorce Records are maintained and issued in the County Courthouse of issuance. [Oklahoma County Official Contact Information](#)

Other Helpful Links

[Oklahoma Historical Society](#), [Dawes Commission Report](#) or [United States Census Bureau](#)

[Voluntary Paternity Acknowledgment](#) - forms for establishing paternity from the Oklahoma Department of Human Services.

| [To Vital Records Service](#) |

H O M E C A L E N D A R L I N K S S E A R C H