

VITAL STATISTICS UNIT



Your Funeral Director will need information about your loved one to file with the Texas Department of Vital Statistics, who issue the Certified Copy of the Death Certificate. There is a charge of \$21 for the first copy and \$4 for each additional copy. You will see the information listed below that your Funeral Director will need to complete this document.

Please remember that this is a legal document and all information must be exact. Should there be a mistake that needs correcting once the State of Texas has issued the death certificate, the correction can take up to 12 weeks to process.

Please proof the spelling and dates before handing to your Funeral Director.

- Your loved-one's full legal name_____
- If female, please provide their maiden name_____
- Mailing address (No P.O. Box)_____
- Date of birth_____
- Place of birth (City, State, Country)_____
- Father's legal name_____
- Mother's name including maiden name_____
- Social Security Number_____
- Highest level of education_____
- Occupation (before retiring)_____
- Industry of occupation_____
- Military background_____
- Marital Status_____
- Spouse's name (including maiden name)_____
- Next of Kin (Informant) full name_____
- Informant's mailing address
(No P.O. Box)_____

How many Certified Copies will you need _____

Who should receive them _____

How should they be received

- Mail
- FedEx
- Delivered by your Funeral Director
- Picked up at the funeral home

This information is provided by:

