

1. What is the difference between a “certified” and an “uncertified” copy of a death certificate?

A CERTIFIED COPY:

- Is printed on security paper, has a raised seal, and shows the signature of the State Registrar or Local Registrar.
- Can be used for legal purposes.
- Can only be obtained with a direct and tangible interest as defined in Wis. Stat. § 69.20(1).

AN UNCERTIFIED COPY:

- Is printed on plain paper and marked “uncertified.”
- Is for information purposes only and cannot be used for identity or legal purposes.
- Contains the same information as a certified copy.

2. Limitations on access to cause of death information

Certified and uncertified copies of death records shall not include the extended fact of death (cause of death) unless 50 years have elapsed from the year in which the death occurred or the requestor has a direct and tangible interest per Wis. Stat. § 69.20(1), or is a direct descendent of the decedent.

3. How long will it take to process my request?

APPLYING IN PERSON

Requests for certified copies of death certificates are usually completed within 30 minutes of application,
Requests for uncertified copies of death certificates are not completed on the same schedule as requests for certified copies.
In-person requests for uncertified copies may take up to 1 week to complete.
A written and notarized authorization must accompany the application when checking Box C or D, either in person or by mail.

APPLYING BY MAIL

Requests for certified copies of death certificates may take up to 1 week plus mail time to complete.
Requests for uncertified copies of death certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 2 weeks plus mail time.
****WE ARE NOT RESPONSIBLE FOR CERTIFICATES LOST IN THE MAIL.** You may send in an envelope with tracking info along with your application if you prefer.

4. What identification is required when applying for a death certificate?

Requests for certified copies require proof of identification. Applicant's original ID is required for in-person applications. A **photocopy** of the applicant's ID is required for mail applications.

At least one form of ID must show your name and address. Expired cards or documents will not be accepted.

Examples of acceptable forms of identification include:

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| One of these: | <u>OR</u> | Two of these: |
| <ul style="list-style-type: none">• State issued driver's license or ID card• US Government issued photo ID• US or Foreign passport• Tribal or Military ID card | | <ul style="list-style-type: none">• Bank/Earnings statement• Current, dated, signed lease• Health insurance card• Utility bill or traffic ticket• Vehicle registration/title |

**If you have questions regarding this form, please call 262-636-3208
or visit our website at WWW.RACINECOUNTY.COM/ROD**