



Elkhart County Health Department

### Elkhart County Vital Records - Death Record Request

A photocopy of a current state, school, or employer photo identification of the applicant must be submitted with all requests.

Certified record requests without proper identification will be returned unprocessed.

Requestor's Full Name: \_\_\_\_\_ Day phone number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Certified Copy-Death Record (*Must meet requirements\**)  Non-Certified Copy-Death Record

**\*Requirements: Applicants seeking certified records must submit proper identification, have a direct interest in the matter, and the record must be necessary for the determination of personal or property rights or for compliance with state or federal law (See Indiana Code § 16-37-1-8(a)). If your address above does not match your identification, please provide additional proof of residence and identification.**

Check here  if you would like the cause of death excluded from the record.

Your relationship to the deceased: \_\_\_\_\_

For what purpose will the record be used? \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

#### INFORMATION FOR DEATH RECORD BEING REQUESTED

Full name of Deceased: \_\_\_\_\_

Date of Death: \_\_\_\_/\_\_\_\_/\_\_\_\_ County of Death: \_\_\_\_\_

**FEES: Certified Death Record is \$13.00 each, Non-Certified Death Record is \$6.00 each Protective Plastic pouch is \$5.00 each.**

Acceptable methods of payment for requests are; Cash, Credit/Debit Card, Money Order, or Cashier's Check (no personal checks) made payable to "Elkhart County Treasurer". Service fees apply to all Debit/Credit Card transactions. Cardholder must be present to sign receipt. No Refunds.

Please complete all items on this form to ensure proper processing of your request.

**Send completed request to:** Elkhart County Vital Records, 608 Oakland Avenue, Elkhart, IN 46516.  
*Along with a completed request, be sure to include payment and other applicable documents (i.e. proper identification).*

**OFFICEUSEONLY** By: \_\_\_\_\_ Date: \_\_\_\_\_ Cash: \_\_\_\_\_ Card: \_\_\_\_\_ MO: \_\_\_\_\_

CDR: \_\_\_\_\_ NCDR: \_\_\_\_\_ Pouch: \_\_\_\_\_ Receipt #: \_\_\_\_\_ CC Receipt #: \_\_\_\_\_

## Elkhart County Vital Records – Information on Death Record Requests

**DEATH:** The Elkhart County Health Department only has records for Elkhart County, Indiana (Elkhart, Goshen, Wakarusa, Nappanee, New Paris, Milford, Middlebury, Millersburg, and Bristol). Our records begin in 1882.

**WARNING:** False application, altering, mutilating, or counterfeiting Indiana death records may result in criminal charges.

**IDENTIFICATION:** Temporary identification is not accepted. Valid/current identification of the applicant is required before the search of the records will be conducted for certified record requests. If the application is being submitted remotely, additional proof of address may be required for certified record requests. Certified record requests that do not contain proper identification will be returned unprocessed. Acceptable forms of identification include:

One form of primary identification with proof of address:

- Current Government issued State ID – front and back required
- Current Government issued State Driver's License – front and back required
- Current Passport with proof of address
- Current Foreign Consulate-Issued ID Card – front and back required with proof of address
- Current Military ID/Veterans ID – front and back required with proof of address

Two forms of secondary identification with proof of address:

- Department of Correction ID Card or Printout, must have photo
- Employee ID with first and last name and a photo – with proof of employment (computerized paycheck stub or letter from employer confirming employment)
- Current school year Student ID Card – with proof of current enrollment (transcript, letter from administration) with proof of address

**WEBSITE:** [www.elkhartcountyhealth.org/vitalrecords](http://www.elkhartcountyhealth.org/vitalrecords) to order and pay online go to [www.vitalchek.com](http://www.vitalchek.com)

**PAYMENT:** Acceptable methods of payment for mail requests are a Money Order or Cashier's Check (no personal checks) made payable to "Elkhart County Treasurer". Not responsible for cash sent through the mail. On-site customer service also accepts Cash and Credit/Debit Cards. Service fees apply to all Debit/Credit Card transactions and the named cardholder must be present to sign the receipt. No Refunds.

**FEE:** Certified Death Records are \$13.00 each, Non-Certified Death Records are \$6.00 each, Protective Plastic Pouches are \$5.00 each

**HOURS OF OPERATION:** Monday: 8:00 am to 4:55 pm; Tuesday through Friday 8:00 am to 3:55 pm.

**Send completed application to:** Elkhart County Vital Records, 608 Oakland Avenue, Elkhart, IN 46516. Along with a completed application, be sure to include payment and other applicable documents (i.e. proper identification).