ELIGIBILITY TO OBTAIN A DEATH CERTIFICATE

Before a request for an uncertified or certified copy can be considered, you must specify your eligibility to obtain it. ILCS410/535/25/4(d) states that copies of death or fetal death records may be issued upon:

• The specific written request for an uncertified or certified copy by a person, or his duly authorized agent, having a genealogical, (record must be more than 20 years old), personal or property right interest in the record.

If you are requesting a death certificate as the **duly authorized agent or legal representative**, please know that you must provide proof.

• We will review the request if you have a written document naming you as one of the following: a licensed attorney acting on behalf of a decedent or his/her estate; an agent authorized by power of attorney; a court-appointed personal representative, executor/administrator; or an agent with expressed, notarized authorization.

If you are requesting a death certificate as someone claiming a **legal, personal or property interest,** please know that you must provide proof.

We will review the request if you have a written document demonstrating that you have a personal or
property interest at stake, such as a will naming you, a letter on a firm's letterhead or a file-stamped
copy of a complaint at law.

If you are eligible, please indicate on the front of this application your relationship to the deceased person, whose record you are requesting, the intended use of the copy and proof.

ACCEPTABLE PROOF OF ID

A NON-EXPIRED, GOVERNMENT ISSUED PHOTE ID, such as a driver's license. If you have an extension sticker on your license, submit a copy of both sides of the license. If you don not have a driver's license, a photo ID Card issued by the Department of Motor Vehicles can be provided.

If your driver's license or ID Card is expired or not available, you must submit TWO (2) pieces of documentation with your name on them. In additions to your name, one piece must also have your current address on it to prove your identity.

ONE piece of documentation can be a bill or other USPS mail; the SECOND must be one of the items listed below:

- Medical/car insurance card
- Credit card statement
- Paycheck stub with imprinted information
- Voter's registration card
- Car registration paperwork

- Bank Statement
- Public assistance card
- Active duty military ID w/issued &expiration dates
- EBT Link Card (Illinois Electronic Benefit Transfer)

SOCIAL SECURITY CARDS ARE NOT ACCEPTABLE

YOUR RELATIONSHIP TO DECEASED			INTENDED USE OF DOCUMENT			
(): Please indicate below the ty your non-expired government photo ID must be submitted	nt issued photo ID.	copies requeste	d and return t	his form with	the proper fee	
	•	ther side for acc	•	-		
DO NOT	r SEND CASH – Mak	e check or mon	ey order paya	ble to: The Cit	y of Mendota	
CERTIFIED			GENEALOGICAL (uncertified - records older than 20 years)			
\$13 first copy \$7 each additional		copy \$13 first copy			\$7 each additional copy	
Amount enclosed \$for tot			Amount enclosed \$		for	total copies
FULL NAME OF DECEASED	First	Middle		Last (legal name	e at time of death)	
PLACE OF DEATH	Hospital	City	or Town	County	County State	
DATE OF Mont	th Day Year	SEX	RACE	OCCUPATION		SSN
DATE LAST Mont KNOWN TO BE ALIVE	th Day Year		LAST KNOWN ADDRESS			
	Month Day Year BIRTH PLA			CE (City & State) NAME OF SPOUSE OR CU PARTNER		
NAME OF FATHER OF DECEASED			NAME OF MOTHER OF DECEASED			
INDIVIDUAL REQUESTING COPIES			MAIL RECORD(S) TO: (if other than applicant)			
NAME	NAME					
STREET ADDRESS	AGENCY					
CITY, STATE, ZIP	STREET ADDRESS					
			CITY, STATE	ZIP		
SIGNATURE						
NOTE: Death Certificates ar			can only be iss	ued to person	s entitled to re	ceive them.
The application must indica	ate the requestor's	relationship to t	the person an	d the intended	d use of the doc	ument.

MAIL TO: City of Mendota, 800 Washington Street, Post Box 710, Mendota, Illinois 61342