



INSTRUCTIONS FOR COMPLETING MINNESOTA CERTIFICATE OF DEATH APPLICATION

Use this application only if you want a legal certified copy of a death record.

PART I: Death Record Information

- Make sure all boxes are complete to the best of your knowledge.
- If you do not know information, please write "unknown." However, if we are not able to positively identify the Death record, we will return the application to you for more information.
- If you are requesting certificates for more than one Death record, you must complete a separate application for each record.

PART II: Tangible Interest

- Minnesota law requires an individual to have "tangible interest" to obtain a Death certificate.
- You must check one of the relationships listed in this section and you cannot add a relationship not on the list.
- You must attach documentation to prove your relationship to the subject when required.

PART III: Fee and Payment Information

- Please make your check or money order payable to **KANABEC COUNTY RECORDER**. Fees are nonrefundable per Minnesota Statutes, section 144.226, subdivision 1.

PART IV: Requester and Notary Information

- The requester is the person applying for the certificate, not the subject of the Death record.
- The requester's date of Birth is required to process the application.
- If you do not have a phone number or email address, please write "none."
- You must sign the application in front of a notary public and the notary must provide a signing date.
- The notary's stamp or seal (if required in your state) must be readable on the application.

Mail application and fees to:
Kanabec County Recorder
18 N VINE STREET
MORA MN 55051



Death Certificate Application

The information requested on this application is required by Minnesota Statutes, section 144.225, subdivision 7 and Minnesota Rules, part 4601.2600. If you do not complete all fields, the application may be returned.

Death Record Information		
First Name	Middle Name	Last Name
Date of Death	Date of Birth or Age	City and County of Death
Mother's Name	Father's Name	Spouse on Record (if any)

Please check one of the following:

- I would like a death certificate with cause of death information
- I would like a death certificate **without** cause of death information (only available for records 1997 to present)

Requester Information					
Name				Date of Birth	
Mailing Address - Street	Apt/Unit #	City	State	ZIP	
Daytime Phone		Email			

What is your relationship to the subject of the record (tangible interest)? You must check one.

- I am the child of the subject
- I am the parent of the subject
- I am the sibling of the subject
- I am the spouse on the record
- I am the grandparent of the subject
- I am the grandchild of the subject
- I am the party responsible for filing the death record
- I am a personal representative and the certified copy is required for the administration of the estate
- I am a successor of the subject as defined in Minnesota Statutes, section 524.1-201 and the certified copy is required for the administration of the estate
- I am a trustee of a trust and the certified copy is required for the proper administration of the trust
- I have documentation that the record is necessary for the determination or protection of personal or property rights **(you must submit documentation showing this relationship)**
- I represent an adoption agency and the record is needed to complete a confidential post-adoption search **(you must include a copy of your employee ID)**
- I am an attorney and I have attached proof of my licensure
- I am presenting your office with a court order issued by a court of competent jurisdiction **(this must be a certified copy)**
- I represent a local, state or federal governmental agency and the record is necessary for the governmental agency to perform its authorized duties **(you must include a copy of your employee ID)**
- I am a representative authorized by a person listed above **(you must include a notarized statement from a person listed above)**

Signature and Notary (application must be signed in front of a notary if applying by mail, fax, or email)

I certify that the information provided on this application is accurate and complete to the best of my knowledge.

Requester Signature	
Signed or attested before me on: _____ day of _____, 20____	Notary Stamp/Seal
Notary Public Signature	
My Commission Expires:	

PENALTIES: Any person who willfully and knowingly provides false information for a certified vital record may be sentenced up to 1 year in jail or a fine of up to \$3000 or both (Minnesota- Statutes, section 144.227 and section 609.02, subdivision 3 and 4).