

HOOD COUNTY CLERK

Katie Lang

**201 W. Bridge St | Granbury, TX 76048
(817) 579-3222**

TEXAS DEATH CERTIFICATE APPLICATION

PLEASE PRINT. APPLICATION MUST BE ORIGINAL (INCLUDING SIGNATURE). NO CROSS OUT OR WHITE OUT WILL BE ACCEPTED. INCLUDE A PHOTOCOPY OF YOUR VALID ID WHEN SENDING IN THE REQUEST.

SEE INSTRUCTIONS ON BACK.

Step 1: YOUR INFORMATION AND SHIPPING ADDRESS (PLEASE PRINT)

Your Name (First, Middle, Last Name, Suffix) Please separate with a space between first, middle and last name.

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Street Address	City	State	Zip Code

Your relationship to Person named on Certificate: Self / Parent Other-Specify _____	E-mail Address	Daytime Phone Number

I authorize mailing to the address below, if mailing to address other than listed above.
First, Middle, Last Name, Suffix Please separate with a space between first, middle and last name.

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Address to Send Certificate to if different than noted above	City	State	Zip Code

Reason for Request: Records Estate Insurance Other: _____

Step 2 : INFORMATION FOR PERSON NAMED ON DEATH CERTIFICATE (PLEASE PRINT)

Full Name on Certificate (First, Middle, Last Name, Suffix) Please separate with a space between first, middle and last name.

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Date of Death	Month	Day	Year	

Place of Death	City	County	State

Parent 1: First Middle, Last name prior to first marriage (Maiden Name). Please separate with a space between first, middle and last name.

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Parent 2: First Middle, Last name prior to first marriage (Maiden Name). Please separate with a space between first, middle and last name.

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Step 3 : COST & FEES (FEES NON-REFUNDABLE)

Select Certificate Type:	Qty	Price/each	Total
<input type="radio"/> First Death Certificate		x \$21.00	\$
<input type="radio"/> Additional Death Certificate(s)		x \$4.00	\$
<input type="radio"/> Death Verification		x \$21.00	\$
I wish to make a voluntary contribution of \$5.00 to promote healthy early childhood by supporting the Texas Home Visitation Program administered by the Office of Early Childhood Coordination of Health and Human Services.			\$5.00

Walk In Customer Checklist

Complete steps 1, 2, and 3 of the application. Please type or print clearly.

Sign and date the application

Have current driver's license, passport or state identification ready

Have appropriate fees ready.

Make checks or money orders payable to Hood County Clerk

	Total Due	\$
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Step 4 : AFFIDAVIT

ONLY applications for death certificates (NOT death verifications) submitted by mail need to be notarized

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me on _____ (Date)

by _____ (Name of person acknowledging)

(Notary Public's Signature) (Personalized Seal)

WARNING: IT IS A FELONY TO FALSIFY INFORMATION ON THIS DOCUMENT. THE PENALTY FOR KNOWINGLY MAKING A FALSE STATEMENT ON THIS FORM OR SIGNING A FORM WHICH CONTAINS A FALSE STATEMENT IS 2 TO 10 YEARS IMPRISONMENT AND A FINE OF UP TO \$10,000. (HEALTH AND SAFETY CODE, CHAPTER 195, SEC. 195.003.)

READ & SIGN (If record is not found, the fees are not refundable and are kept. If record is not on file, Clerk will issue a "not found" letter.)

Signature of Applicant _____ Date Signed (MM/DD/YYYY) ____/____/____

OFFICE USE ONLY	DEATH CERTIFICATE NUMBER _____
<input type="radio"/> CASH <input type="radio"/> CHECK <input type="radio"/> MONEY ORDER <input type="radio"/> CREDIT CARD	DOCUMENT CONTROL NUMBER(S) _____
Filed By Staff	_____
_____	_____



TEXAS DEATH CERTIFICATE APPLICATION

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Walk In: Same day service in most cases. Hours are Monday-Friday 8:00 am - 5:00 pm. Hood County Clerk, 201 W. Bridge St, Granbury, TX 76048

Online Orders: Visit www.texas.gov to order online. Online orders are mailed 20-25 business days after receipt of the request.

Mail In Orders: Processed and mailed 1-2 weeks after receipt of the request. Mail to: Hood County Clerk, PO Box 339 Granbury, TX 76048

Verification Letter - A verification letter will include the decedent's name, the date of death, and the county where the death occurred. Verification letters are available for deaths that have occurred since 1903. Verification letters are not considered legal substitutes for certified copies of death certificates. The VSS strongly recommends that applicants ensure a verification will satisfy its intended use.

Copies of death certificates for deaths that occurred within the past 25 years can be requested only by immediate family members of the person whose name is on the certificate. See Section 181.1(13) of the Texas Administrative Code for who qualifies as an immediate family member. An immediate family member is the decedent's child, spouse, parent, sibling, or grandparent.

Applicants who are not immediate family members must provide legal documentation (such as a insurance policy listing the applicant as the beneficiary) that documents a direct, tangible interest in the death certificate.

The applicant must include a photocopy of his or her valid photo ID issued by a governmental entity. See Section 181.28 of the the Texas Administrative Code for a complete list of acceptable forms of identification. You also can see VSS's page on acceptable identification in English (<http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs/>) and Spanish ([http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-\(Spanish\)/](http://www.dshs.texas.gov/vs/reqproc/Acceptable-IDs-(Spanish)/)).

Applications for death certificates cannot be processed without a photo ID or alternate IDs and the signature of the applicant. If a valid photo ID or alternate IDs and signatures are not received, the application will not processed.

Mail In Customer Checklist

Complete steps 1, 2, and 3 of the application. Please type or print clearly.

Complete step 4 of the application: Sign and date the application in the presence of a notary public.

Enclose a copy of a current driver's license, passport or state identification.

Enclose appropriate fees. Make checks or money orders payable to Hood County Clerk.