

City Clerks - How Do You Apply for a Certified Copy of Death Certificate?

Apply by Mail

Apply by fax using your credit card

Walk-In Service

The Poughkeepsie Vital Statistics Bureau has three (3) ways that you can apply for a copy of your death certificate: by mail, fax, and in person. This office has death records for the City of Poughkeepsie from 1881 to present day. To obtain, you must be a direct descendant for records from 1923 to present day and be able to provide proof if necessary. If you are not a direct descendant, you must provide proof of legal purpose (executor, beneficiary, government agency, etc.).

Apply by mail – mail a completed death certificate application or a letter stating the following information:

- Name of Deceased
- Date of Death
- Number of transcripts needed
- Place of Death (City of Poughkeepsie limits, Vassar Brothers Hospital/Vassar Brothers Medical Center, Eden Park Nursing Home and River Valley Nursing Home)
- Deceased mother's maiden name (if known)
- Name of Applicant with complete mailing address and daytime telephone number
- How you are related to the deceased (must be able to provide proof when needed)
- Name of Applicant with complete mailing address and daytime telephone number
- Purpose of Request
- Clearly state whether you want U. S. Postal Express Overnight Delivery or Standard Mail (see below for overnight fee).
- **The completed death application or your letter MUST BE NOTARIZED – NO EXCEPTION.**

There is a fee of \$10.00 per transcript. **WE DO NOT ACCEPT PERSONAL CHECKS, also, PLEASE DO NOT SEND CASH,** Please send a **bank certified check or money order payable to the City of Poughkeepsie;** Visa/MasterCard **only,** with the expiration date, three digit security code on back of the card, your complete billing address, and daytime telephone number. **Credit card must be in the applicant's name; a stamped, self-addressed envelope/prepaid postage required, or if overnight delivery is desired, the proper fee must be remitted.**

REQUEST WILL NOT BE MAILED BACK TO YOU WITHOUT A STAMPED SELF-ADDRESSED ENVELOPE/PREPAID POSTAGE FOR STANDARD MAIL OR IF PROPER OVERNIGHT FEE IS NOT SUBMITTED.

mail to: Office of Vital Statistics
62 Civic Center Plaza
Poughkeepsie, New York 12601

U.S. Postal Express Overnight service is available for \$46.00 (Fee subject to change according to U.S. Postal Rate Schedule). This includes one transcript. Each additional transcript is \$10.00.

Apply by fax and use your credit card (the credit card must be in the applicant's name)

Fax a completed death certificate application or a letter stating the following information:

- Name of Deceased
- Date of Death
- Number of transcripts needed
- Place of Death (City of Poughkeepsie limits, Vassar Brothers Hospital/Vassar Brothers Medical Center, Eden Park Nursing Home and River Valley Nursing Home)
- Deceased mother's maiden name (if known)
- Name of Applicant with complete mailing address and daytime telephone number
- How you are related to the deceased (must be able to provide proof when needed)
- Name of Applicant with complete mailing address and daytime telephone number
- Purpose of Request
- Clearly state whether you want U. S. Postal Express Overnight Delivery or Standard Mail (see below for overnight fee).
- **The completed death application or your letter MUST BE NOTARIZED – NO EXCEPTION.**

There is a fee of \$10.00 per transcript. Visa/MasterCard *only*, with the expiration date, three digit security code on back of the card, your complete billing address, and daytime telephone number. **Credit card must be in the applicant's name**

fax to: **Fax Number: 845-451-4239**
Office of Vital Statistics
62 Civic Center Plaza
Poughkeepsie, New York 12601

You can fax the request to fax number (845) 451-4239, Monday through Friday, 8:30 a.m. to 3:00 p.m. eastern standard time.

U.S. Postal Express Overnight service is available for \$45.00 (Fee subject to change according to U.S. Postal Rate Schedule). This includes one transcript. Each additional transcript is \$10.00.

(PLEASE NOTE: INFORMATION WILL NOT BE FAXED TO YOU.)

Walk In Service

We are located at City Hall, 62 Civic Center Plaza, First Floor, Poughkeepsie, NY, on the corner of Mill and Market Streets (by the Grand Hotel and The Mid-Hudson Civic Center); also, Market and Mansion Streets (by The Poughkeepsie Journal and The United States Post Office). There is parking underneath the building, entering on the Mill Street side of City Hall.

Our hours are 8:30 a.m. to 4 p.m., Monday through Friday.

What information you should be prepared to provide:

- Name of Deceased
- Date of Death
- Number of transcripts needed-**\$10.00 for each transcript**
- Place of Death (City of Poughkeepsie limits, Vassar Brothers Hospital/Vassar Brothers Medical Center, Eden Park Nursing Home and River Valley Nursing Home)
- Deceased mother's maiden name (if known)
- Name of Applicant with complete mailing address and daytime telephone number
- How you are related to the deceased (must be able to provide proof when needed)
- Name of Applicant with complete mailing address and daytime telephone number
- Purpose of Request
- Your driver's license or a legal signed valid photo ID is required. If photo ID is unavailable, two proofs of your name and address, such as a copy of your current utility bill (gas/electric or telephone will be accepted).

When applying in person, you may pay by cash, credit card - visa/mastercard only, bank certified check or money order payable to the City of Poughkeepsie, **WE DO NOT ACCEPT PERSONAL CHECKS.**

You will receive your transcripts within one-half hour when you apply in person.

City of Poughkeepsie, New York
Office of Vital Records
62 Civic Center Plaza
Poughkeepsie, NY 12601

Telephone: (845) 451-4276
Fax Number: (845) 451-4239

Monday to Friday
between the hours of 8:30am to 4:00pm
(*est-eastern standard time*)

All fax orders must be in our office before 3:00pm (est.)

Application for Transcript of Death Record

\$10 FEE REQUIRED FOR EACH TRANSCRIPT REQUESTED, PAYABLE BY CASH, MONEY
ORDER, CERTIFIED CHECK, OR VISA/MASTERCARD
WE DO NOT ACCEPT PERSONAL CHECKS

Today's Date _____

Name of Deceased: _____

Date of Death: _____

of Transcripts requested: _____

Place of Death: City of Poughkeepsie limits, Vassar Brothers Hospital, Eden Park Nursing Home,
Or River Valley Care Center

Purpose of Request: _____

How are you related to Deceased: _____

Name of Applicant: _____

Address and Telephone: _____

If paying by credit card, please provide the following information: (visa/mastercard only)

CC: _____ Expiration date: _____ 3 digit cvc code: _____

Is this a request for (**please circle one**) **OVERNIGHT** *or* **REGULAR MAIL**

**** (If not specified, the request will be sent regular mail) ****

for office use only:

NOTARY

Year: _____

*NOTRARY, PLEASE AFFIXED YOUR STAMP
Sworn to before me this _____ day

Registration No. _____

of _____, 20

Issued By: _____

Method of Payment: Cash/Check/Credit

Notary Public