



DEATH RECORD

Instructions / Acknowledgment

Instructions for completing application form on reverse side:

1. Use separate application form for each different certified record of a death.
2. Complete the Record and Applicant information sections, indicating if you want an *Authorized Certified copy* or an *Informational copy* of the record.
* **NOTE: If the application information requested is incomplete or inaccurate, it may be impossible to locate the record.**
3. Please read and sign the Sworn Statement ONLY if requesting an *Authorized Certified copy*.
4. If submitting request(s) by mail or by fax, the Sworn Statement **MUST** be signed in the presence of a Notary Public.
NOTE: Law enforcement and local and state government agencies and funeral establishments are exempt from the notary requirement.
5. **Submit the appropriate fee for each certified copy requested, along with \$1.00 for return postage or a Self-Addressed Stamped Envelope.** If mailing application(s), please make all checks or money orders payable to **YOLO COUNTY CLERK/RECORDER**. **For facsimile requests, please fax application and then call for instructions.** If no record of the death is found, the fee will be retained for searching, as required by statute, and a Certificate of Search indicating no record was found will be mailed to you.

MAIL COMPLETED APPLICATION WITH FEE(S) TO:

Yolo County Clerk-Recorder/Vital Records
 Attn: Flora Alvarez, Chief Deputy Registrar
 625 Court Street, B01
 Woodland, CA 95776-1130

Office (530) 666-8130 • Fax (530) 666-8109
www.yolorecorder.org

CERTIFICATE OF ACKNOWLEDGMENT

(for AUTHORIZED certified copies only, if mailed or faxed)

State of _____)
) §
 County of _____)

On _____, before me _____
 (date) (name and title of officer)

personally appeared _____ who proved to me on the basis of satisfactory
 (name of person signing)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal,

Signature _____
 (officer)

(NOTARY SEAL)

