

Instructions to apply for a Certified Copy of a Death Certificate City of Poughkeepsie

The death must have occurred at Vassar Brothers Medical Center, Eden Park Nursing Home, The Grand @ River Valley Care Center or within the limits of the City of Poughkeepsie

BY MAIL: mail the completed **death certificate application** to: Office of Vital Records
62 Civic Center Plaza
Poughkeepsie, NY 12601

1. The completed application can be notarized **OR** you can include a CLEAR copy of your photo ID
2. There is a fee of \$10.00 per copy which is payable by:
 - Certified bank check or Money order payable to “City of Poughkeepsie”
 - Visa/MasterCard (full CC number, Exp. Date and CVC code) Credit card must be in the applicant’s name. **NO PERSONAL CHECKS / NO CASH THROUGH THE MAIL**
3. Enclose a self addressed, stamped envelope or a prepaid, self-addressed express envelope

USPS Priority Express service is available for \$55.00 (**Fee subject to change according to U.S. Postal Rate Schedule**). This includes one transcript. Each additional transcript is \$10.00.

BY FAX / EMAIL: fax the completed **death certificate application** to: 845-451-4239

1. The completed application must be notarized. **Faxed ID’s are not readable & cannot be accepted.**
2. There is a fee of \$10.00 per copy payable by Visa/MasterCard (full CC number, Exp. Date & CVC Code). Credit Card must be in the applicant’s name.
3. Indicate the mailing address and the method of shipment – Express or Reg. Mail

USPS Priority Express service is available for \$55.00 (**Fee subject to change according to U.S. Postal Rate Schedule**). This includes one transcript. Each additional transcript is \$10.00.

We are able to accept applications by EMAIL as well. Follow the directions above and you can include a copy/picture of your photo ID.

Email them to: **CityChamberlain_Clerks@cityofpoughkeepsie.com**

IN PERSON: We are located at City Hall, 62 Civic Center Plaza, First Floor, Poughkeepsie, NY. There is parking underneath the building, entering on the Mill Street side of City Hall.

In order to keep the foot traffic down in our lobby, we ask that you make an appointment.

**Hours of Operation: Monday and Friday 8:30AM to 4:00PM.
Tuesday through Thursday 11:00AM to 3:00PM**

Please bring:

1. Your driver’s license, passport or legal signed valid photo ID. **If a photo ID is unavailable**, two proofs of your name & address such as a copy of your current utility bill (gas/electric or telephone) will be accepted.
2. There is a fee of \$10.00 per copy payable by Cash, Money Order, Certified Bank Check & Visa/Mastercard

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 & Friday – 8:30am to 4:00pm
Tuesday – Thursday – 11:00am to 3:00pm

Appointments are strongly recommended

Application for Certified Copy of Death Certificate

Name of Deceased: _____ Date Of Death: _____

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

Of Copies Requested: _____ Relationship to Deceased: _____

Name of Applicant: _____

Address: _____ Phone #: _____

Applicant Signature: _____

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

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

Method of delivery / shipping (circle one): ***EXPRESS** or **REGULAR MAIL**
[**\$55.00 flat rate fee.**
includes the cost of 1
death Certificate]

Requests for Express Service must be in our office by 3:00pm EST

FOR OFFICE USE ONLY:

NOTARY

Year: _____

*NOTARY, PLEASE AFFIX YOUR STAMP
Sworn to before me this _____ day

Registration No. _____

of _____, 20

Issued By: _____

Method of Payment: Cash/Check/Credit

Notary Public

***USPS Priority Express is 1–3 business Days**