Rooney County Clerk and Recorder  
400 2nd Ave So, Wolf Point, MT 59201  
406-653-6250 Fax 406-653-6289  
County Application  

PLEASE READ THESE INSTRUCTIONS CAREFULLY

WHO CAN ORDER A DEATH CERTIFICATE?

Complete copies of a certified death certificate will be issued to anyone who submits a completed application, establishes their identity, and lists the reason for needing the copy. If a death certificate lists the cause of death as "pending autopsy" or "pending investigation", a certified copy which has the cause of death information removed will be issued.

IDENTIFICATION IS REQUIRED

The person signing the request must provide an enlarged legible photocopy of both sides of their valid driver's license or other legal picture identification with a signature or the requestor must have this application notarized.

Suggested Identification

<table>
<thead>
<tr>
<th>Picture ID with a Signature</th>
<th>OR Two Forms of ID – One MUST have a Signature</th>
<th>OR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver's License</td>
<td>Social Security Card</td>
<td>Notarized Montana Office of Vital Statistics Statement to Identify certified Birth or Death Certificate Applicant form (you must provide the original letter, not a photocopy or faxed copy)</td>
</tr>
<tr>
<td>State ID Card</td>
<td>Work ID Card</td>
<td>Have an authorized family member that has an ID order the certificate</td>
</tr>
<tr>
<td>Passport</td>
<td>Car registration/Insurance</td>
<td></td>
</tr>
<tr>
<td>Military ID Card</td>
<td>Doctor/Medical record</td>
<td></td>
</tr>
<tr>
<td>Tribal</td>
<td>Fishing License</td>
<td></td>
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<tr>
<td></td>
<td>US Military DD 214</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utility Bill with a current address</td>
<td></td>
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<tr>
<td></td>
<td>Voter Registration Card</td>
<td></td>
</tr>
</tbody>
</table>

If a picture ID with a signature is not available, two other forms of identification are required; one MUST have a signature. Please include photocopies of both sides of the ID when mailing your request.

IMPORTANT: If the identification requirement is NOT met or if the application is incomplete, your request will be returned and significant delays in processing your order may occur.

FEE (All fees must be U.S. funds)

- **CERTIFIED COPIES OF A DEATH CERTIFICATE** $15.00, and for each additional certified copy of the same record at the same time, $6.00.
- **INFORMATIONAL COPIES OF A DEATH CERTIFICATE** the cost is $5.00. (non-refundable)
- **SEARCHES**: $.50 for each year. (An informational copy will be issued if record is found) (non-refundable)

Please complete as much of the following information as possible.

Decedent's Name: ____________________________________________ Date of Death: ________________________________ Date of Birth: ________

Place of Death: __________________ Place of Birth: __________________

Parents Names: ____________________________________________ Spouse's Name: __________________

Occupation: ___________________________ Spouse's Name: __________________

Number of Copies: __________ Type of record needed? Certified ______ Not Certified ______

Reason record is needed: __________________________________________

Mailing or Delivery Address:

Name: ___________________________ Address: ___________________________

City, State, Zip: ___________________________ Daytime Telephone Number: ___________________________

Signature of Applicant: ___________________________ Relationship: ___________________________

Notary (For use if needed)

_________________________________________  ___________________________

personally appeared before me and whose identity I proved on the basis of satisfactory evidence to be the signer of the above instrument.

Subscribed and sworn to me this ___________________________ day of ________ 20________

Signature: ___________________________ Printed Name: ___________________________

Notary Public in and for the State of ___________________________

Residing at ___________________________ My commission expires: ___________________________

Official Use Only

<table>
<thead>
<tr>
<th>Date</th>
<th>Rec#</th>
<th>Amount</th>
<th>Cert #</th>
<th>Ser #</th>
<th>Comment</th>
</tr>
</thead>
</table>

NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USES OR ATTEMPTS TO USE OR FURNISH TO ANOTHER FOR USE, FOR ANY PURPOSE OF DECEPTION, ANY CERTIFICATE, RECORD, REPORT, OR CERTIFIED COPY MADE, ALTERED, AMENDED, OR MUTILATED. (50-15-114(C), MCA)