

# Rush County Health Department

Room 105 Courthouse, Rushville, Indiana 46173

Telephone (765) 932-3103

Fax (765) 938-2604

## POLICY FOR OBTAINING A DEATH CERTIFICATE

### The following may be issued a Certified Death Certificate:

- A. Mother or Father (if name appears on the record) of the deceased.
- B. Grandparents and Great Grandparents of person named on the record (in most cases).
- C. Siblings (brother or sister) of person named on the record who are the age of 21 and/or older than the sibling for whom they are requesting the certificate.
- D. The spouse (legal husband or wife) of the deceased; must be listed as the spouse on the Death Certificate.
- E. Adult children of the deceased.
- F. The Informant listed on the Death Certificate.
- G. The Administrator, Representative, or Executor of the deceased's Will and/or Estate of the deceased.
- H. Attorney representing the Estate of the deceased.

### All other applicants showing a direct interest, but not meeting the requirements above will be issued a certified copy of the Death Certificate with the following items redacted:

1. Social Security Number.
2. Communicable Disease information.
3. All Cause of Death information, except the immediate Cause of Death.

### To request a Death Certificate, we need the following information:

1. Name of the Deceased \_\_\_\_\_
2. Date of Death \_\_\_\_\_
3. Relationship of Requestor to Deceased \_\_\_\_\_
4. Reason for Request \_\_\_\_\_
5. Show ID (Photocopy if mail-in)
6. Check or Money Order (or Cash accepted if walk-in) made out to: Rush County Health Department in the amount of \$20.
  - a. Note: all checks must have a valid phone number shown or written on them.
7. Send all of the above to: **Rush County Health Department**

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