STATE OF HAWAII, DEPARTMENT OF HEALTH
OFFICE OF HEALTH STATUS MONITORING

REQUEST FOR CERTIFIED COPY OF **DEATH** RECORD

1	FIRST CERTIFIED COPY	= $	10.00
☐	ADDITIONAL COPIES AT $4.00 EACH	= $	
☐	OTHER:____________________	= $	
____	TOTAL COPIES	**TOTAL AMOUNT DUE**	

NAME OF DECEASED: FIRST | MIDDLE | LAST | MALE /FEMALE ☐ MALE ☐ FEMALE

DATE OF DEATH: MONTH | DAY | YEAR

PLACE OF DEATH: CITY OR TOWN | ISLAND

SOCIAL SECURITY NUMBER:

RELATIONSHIP OF REQUESTOR TO PERSON NAMED ON CERTIFICATE

REASON FOR THIS REQUEST

SIGNATURE OF REQUESTOR:

PRINT NAME OF REQUESTOR:

TELEPHONE NUMBERS

RES:

BUS:

ADDRESS OF REQUESTOR: NO. AND STREET OR P.O. BOX

CITY | STATE | ZIP

IF MAILING TO A LOCATION OTHER THAN ABOVE, PLEASE FILL THIS SECTION

IF THE INFORMATION GIVEN IS INCORRECT, THE CERTIFICATE WILL FAIL TO REACH THE DESTINATION.

NAME OF PERSON TO RECEIVE CERTIFICATE

AGENCY OR ORGANIZATION

NUMBER AND STREET OR P.O. BOX

CITY | STATE | ZIP

FOR OFFICE USE ONLY

_______ NR FILE

_______ PENDING:

INDEX SEARCHED FROM TO	VOLUMES SEARCHED FROM TO	DATE COPY PREPARED

YEAR	VOLUME	CERTIFICATE	RECEIPT NUMBER

OHSM 136 (Rev. 9/13/05)

*** Be sure to sign the "Signature of Requestor" Box before submitting this form.**

ONCE A REQUEST IS SUBMITTED:

1. **All fees are non-refundable.**
2. If a vital record is not found, all fees will be retained to cover the cost of the search.
3. Only one name is allowed on the request form.
4. After a request is submitted, additional copies require a new request.

SUBMIT THE COMPLETED REQUEST FORM:

1. By postal mail to: State Department of Health
Office of Health Status Monitoring
Vital Records Issuance Section
PO Box 3378
Honolulu, Hawaii 96801

All fees must be prepaid. Enclose a money order or cashier's check for the exact amount of fees made payable to: Hawaii State Department of Health. Do not send payment in cash or by personal check.

2. In-person at: Room 103, 1250 Punchbowl Street, Honolulu
7:45 AM to 2:30 PM, Monday through Friday (Except Holidays)

Payment of fees must be made by cash, money order, or cashier's check.

Personal checks will not be accepted