JoEllyn Storz, Kenosha County Register of Deeds
WISCONSIN DEATH CERTIFICATE APPLICATION
(for Mail or In-Person Requests)

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
F-05280 (Rev. 11/2016)

JoEllyn Storz, Kenosha County Register of Deeds
1010 56th St., Kenosha WI 53140

FEE IS NOT REFUNDABLE IF NO RECORD IS FOUND. CANCELLATION REQUESTS ARE NOT ACCEPTED.

Please submit a money order payable to “Register of Deeds” - Personal checks are not accepted through the mail.

I hereby attest that the information provided on this application is correct to the best of my knowledge and belief and that I am entitled to copies of the requested death certificate in accordance with the categories listed above.

Important: Signature and payment are required for processing.

*The fields marked with an asterisk (*) do not have to be completed. The information is helpful but not required.
1. **What is the difference between a “certified” and an “uncertified” copy of a death certificate?**

**A CERTIFIED COPY:**
- Is printed on security paper, has a raised seal, and shows the signature of the State Registrar or Local Registrar.
- Can be used for legal purposes.
- Can only be obtained with a direct and tangible interest as defined in Wis. Stat. § 69.20(1).

**AN UNCERTIFIED COPY:**
- Is printed on plain paper and marked “uncertified.”
- Is for information purposes only and cannot be used for identity or legal purposes.
- Contains the same information as a certified copy.

2. **Limitations on access to cause of death information**

Certified and uncertified copies of death records shall not include the extended fact of death (cause of death) unless 50 years have elapsed from the year in which the death occurred or the requestor has a direct and tangible interest per Wis. Stat. § 69.20(1), or is a direct descendent of the decedent.

3. **How long will it take to process my request?**

**APPLYING IN PERSON**
Requests for certified copies of death certificates are usually completed within 2 business hours of application, if the death certificate is on file. Requests for uncertified copies of death certificates are not completed on the same schedule as requests for certified copies. In-person requests for uncertified copies may take up to 1 month to complete.

**APPLYING BY MAIL**
Requests for certified copies of death certificates may take up to 2 weeks plus mail time to complete. Requests for uncertified copies of death certificates are not completed on the same schedule as certified copies. Mail requests for uncertified copies may take up to 1 month plus mail time.

4. **What identification is required when applying for a death certificate?**

Requests for certified copies require proof of identification. Applicant's original ID is required for in-person applications. A photocopy of the applicant's ID is required for mail applications.

At least one form of ID must show your name and address. Expired cards or documents will not be accepted.

Examples of acceptable forms of identification include:

<table>
<thead>
<tr>
<th>One of these:</th>
<th>OR</th>
<th>Two of these:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State issued driver's license or ID card</td>
<td>Bank/Earnings statement</td>
<td>Current, dated, signed lease</td>
</tr>
<tr>
<td>US Government issued photo ID</td>
<td>Current, dated, signed lease</td>
<td>Health insurance card</td>
</tr>
<tr>
<td>US or Foreign passport</td>
<td>Health insurance card</td>
<td>Utility bill or traffic ticket</td>
</tr>
<tr>
<td>Tribal or Military ID card</td>
<td>Utility bill or traffic ticket</td>
<td>Vehicle registration/title</td>
</tr>
</tbody>
</table>

If you have questions regarding this form, please call (262) 653-2444 or visit our website at http://www.kenoshacounty.org/