

DEATH RECORD

Instructions / Acknowledgment

Instructions for completing application form:

1. Use separate application form for each different name on death record.
2. Complete the "Death Record" and "Applicant Information" sections, indicating if you want an *Authorized Certified copy* or an *Informational copy* of the record.
NOTE: If the information on the request is incomplete or inaccurate, it may be impossible to locate the record.
3. Please read and sign the Sworn Statement ONLY if requesting an *Authorized Certified copy*.
4. If submitting request(s) by mail or by fax, the Sworn Statement **MUST** be signed in the presence of a Notary Public.
NOTE: Only one notarized sworn statement is required for multiple certificates for each name requested at the same time; the application with the notarized sworn statement must include the name of each individual whose certificate you wish to obtain and your relationship to that individual. (Law enforcement, funeral establishments and local and state governmental agencies are exempt from the notary requirement.)
5. Submit the appropriate fee for each certified copy requested, along with **\$1.00 for return postage or a Self-Addressed Stamped Envelope**. If mailing application(s), please make all checks or money orders payable to **YOLO COUNTY CLERK/RECORDER. For facsimile requests, please fax application, after faxing, you can call and give credit card information. Priority Express \$26.95 (1-2 business days) / Priority Mail \$8.95 (3 business days)**

MAIL COMPLETED APPLICATION WITH FEE(S) TO:

Yolo County Clerk/Recorder, PO Box 1130, Woodland, CA 95776-1130

Office (530) 666-8130 • Fax (530) 666-8109

www.yolorecorder.org

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CERTIFICATE OF ACKNOWLEDGMENT (for AUTHORIZED certified copies only, if mailed or faxed)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that documents.

State of _____)

) §

County of _____)

On _____, before me _____,

(date)

(name and title of officer)

personally appeared _____ who proved to me on the basis of satisfactory

(name of person signing)

evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal,

Signature _____

(officer)

(NOTARY SEAL)

