



**Clerk & Recorder**  
**512 California Avenue, Libby, MT 59923**  
**(406) 283-2300**

**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**

<b>Picture ID with a Signature</b>	<b>OR Two Forms of ID – One MUST have a Signature</b>		<b>OR</b>
<ul style="list-style-type: none"><li>• Driver's License</li><li>• State ID Card</li><li>• Passport</li><li>• Military ID Card</li><li>• Tribal</li></ul>	<ul style="list-style-type: none"><li>• Social Security Card</li><li>• Work ID Card</li><li>• Car registration/Insurance</li><li>• Doctor/Medical record</li><li>• Fishing License</li><li>• US Military DD 214</li><li>• Utility Bill with a current address</li><li>• Voter Registration Card</li></ul>	<ul style="list-style-type: none"><li>• Credit/Debit/ATM Card</li><li>• School ID Card</li><li>• Insurance Record</li><li>• Pay Stub</li><li>• Traffic/ Pawn ticket</li><li>• Court record</li></ul>	<ul style="list-style-type: none"><li>• Have an authorized family member that has an ID order the certificate</li></ul>

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.**

- **CERTIFIED COPIES OF A DEATH CERTIFICATE:** Effective July 1, 2021 the cost is \$7.00 each

**FEE:** All fees are non-refundable and must be U.S. funds. **Please Make CHECKS Payable To:** Clerk & Recorder

**Please complete the following information.**

Decedent's Name: \_\_\_\_\_  
Date of Death: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Place of Death: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Gender of Decedent: \_\_\_\_\_  
Parents Names: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_  
Reason record is needed \_\_\_\_\_  
Relationship: \_\_\_\_\_ Number of Copies \_\_\_\_\_ ☐ Certified ☐ Not Certified

**Mailing or Delivery Address:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_

**Notary (for use if needed)**

**Verification of Signer's ID is Mandatory**

State of \_\_\_\_\_  
County of \_\_\_\_\_  
This record was signed and sworn to (or affirmed) before me on  
\_\_\_\_\_ (date) by \_\_\_\_\_ (Name of Applicant)

**Official Use Only**

Date \_\_\_\_\_  
Rec# \_\_\_\_\_  
Amount \$ \_\_\_\_\_  
Cert # \_\_\_\_\_  
Comment \_\_\_\_\_

\_\_\_\_\_  
(Notary's Signature)

\_\_\_\_\_  
[Official Stamp]

**NOTICE: STATE LAW PROVIDES PENALTIES FOR PERSONS WHO WILLFULLY AND KNOWINGLY USE OR ATTEMPT TO USE THIS CERTIFICATE FOR ANY PURPOSE OF DECEPTION. (50-15-114, MCA)**