



Health, Housing & Community Services Department
Public Health Officer Unit - Office of Vital Statistics
 1947 Center Street Berkeley, CA 94704
 Funeral Home Hours: **MON-THU: 9:30 - 11:30 AM & 1:30 - 3:30 PM**
 Phone: (510) 981.5320 – Fax: (510) 981.5395
 Email: vitalrecords@cityofberkeley.info

DEATH CERTIFICATE REQUEST FORM

Funeral Homes/Mortuary & Cemeteries ONLY

1 NAME ON CERTIFICATE (Please complete every field below.)

BN#:			LRN:	
First Name:	Middle Initial(s):	Last Name:	Type of Order:	Date of Death:
			<input type="checkbox"/> First Order <input type="checkbox"/> Reorder	
DC Status (Selection REQUIRED):		Method of Delivery:		Veteran's Copy (No charge):
<input type="checkbox"/> Amended <input type="checkbox"/> Not Amended		<input type="checkbox"/> Send by Mail <input type="checkbox"/> We'll Pick-up		<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Paid Copies:				

2 APPLICANT INFORMATION (REQUESTOR)

Name of Establishment:		Contact Person:	Telephone Number:	Payment Method:
				<input type="checkbox"/> Cash <input type="checkbox"/> Check
Mail Death Certificate(s) to Address:			City:	State:
				Zip Code:

3 SWORN STATEMENT

I, _____, swear under penalty of perjury under the laws of the State of California, that I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a copy of the record of the individual named above.

Sworn on (date): ____/____/____, at the city of _____, ____.
 MM DD YYYY

_____ (Signature)

COB-VS006 (JAN/2022) FUNERAL HOME DEATH CERTIFICATE FORM

4 ADDITIONAL INFORMATION

- **Funeral Homes are encouraged to fax request forms in advance in order to expedite the process. Fax: 510-981-5395.**
- Forms of payment accepted by mail: Check/Postal or Bank Money Order (International Money Order only for out-of-country requests). Make checks/money orders payable to: **City of Berkeley.**
- Processing time for requests submitted by mail is **2-3 weeks** from the date the request is received.
- Notarization is NOT required for Funeral Home Directors/Designees.
- **ORDER ONLINE:** Visit www.vitalchek.com to place your "City of Berkeley" order.
 - Look for a confirmation email (Authorization Form attached) sent to you by VitalChek.com.
 - Print/Complete the Authorization Form. Notarization not necessary.
 - Fax the Authorization Form to the number listed on the upper left corner of it.
 - Within 2 to 3 weeks you will receive your order by the carrier you picked (unless you selected expedite service, which is overnight).
 - VitalChek charges a fee for their services. Please check their website for the current fee.

CITY OF BERKELEY VITAL STATS FEES

EFFECTIVE JANUARY 1, 2022

Death Certificate		DC & 1 Permit		DC & 2 Permits	
1	\$26.00	1	\$38.00	1	\$50.00
2	\$52.00	2	\$64.00	2	\$76.00
3	\$78.00	3	\$90.00	3	\$102.00
4	\$104.00	4	\$116.00	4	\$128.00
5	\$130.00	5	\$142.00	5	\$154.00
6	\$156.00	6	\$168.00	6	\$180.00
7	\$182.00	7	\$194.00	7	\$206.00
8	\$208.00	8	\$220.00	8	\$232.00
9	\$234.00	9	\$246.00	9	\$258.00
10	\$260.00	10	\$272.00	10	\$284.00
11	\$286.00	11	\$298.00	11	\$310.00
12	\$312.00	12	\$324.00	12	\$336.00
13	\$338.00	13	\$350.00	13	\$362.00
14	\$364.00	14	\$376.00	14	\$388.00
15	\$390.00	15	\$402.00	15	\$414.00
16	\$416.00	16	\$428.00	16	\$440.00
17	\$442.00	17	\$454.00	17	\$466.00
18	\$468.00	18	\$480.00	18	\$492.00
19	\$494.00	19	\$506.00	19	\$518.00
20	\$520.00	20	\$532.00	20	\$544.00
Permit: \$12.00		Transit Letter: \$4.00			

5 IMPORTANT NOTICE

Funeral home directors and its employees DO NOT need to take a number at the Customer Service Desk (1st Floor). Please go directly to the security desk and inform the guard you represent a funeral home/cemetery/mortuary. The guards are instructed to contact us and direct you to the right location of our office.

6 OUR CONTACT INFORMATION

City of Berkeley Office of Vital Statistics
 1947 Center Street Berkeley, CA 94704
www.cityofberkeley.info/vitalstatistics, Email: vitalrecords@cityofberkeley.info
 Telephone: (510) 981-5320, Fax: (510) 981-5395