



Health, Housing & Community Services Department
Public Health Officer Unit - Office of Vital Statistics
 1947 Center Street, First Floor 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@BerkeleyCA.gov

DEATH CERTIFICATE REQUEST FORM

Funeral Homes/Mortuary & Cemeteries ONLY

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

First Name:			Middle Initial(s):	Last Name:	BN#:		LRN:
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):		Number of Paid Copies:	
<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			

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/2026) 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 with an online VitalChek* account:**
 Visit <https://funeralhome.vitalchek.com>. Express delivery, regular mail and will call available.
- *VitalChek charges a fee for their services. Please check their website for the current fee.

CITY OF BERKELEY VITAL STATS FEES EFFECTIVE FEBRUARY 1, 2026

Death Certificate		DC & 1 Permit		DC & 2 Permits	
1	\$28.00	1	\$40.00	1	\$52.00
2	\$56.00	2	\$68.00	2	\$80.00
3	\$84.00	3	\$96.00	3	\$108.00
4	\$112.00	4	\$124.00	4	\$136.00
5	\$140.00	5	\$152.00	5	\$164.00
6	\$168.00	6	\$180.00	6	\$192.00
7	\$196.00	7	\$208.00	7	\$220.00
8	\$224.00	8	\$236.00	8	\$248.00
9	\$252.00	9	\$264.00	9	\$276.00
10	\$280.00	10	\$292.00	10	\$304.00
11	\$308.00	11	\$320.00	11	\$332.00
12	\$336.00	12	\$348.00	12	\$360.00
13	\$364.00	13	\$376.00	13	\$388.00
14	\$392.00	14	\$404.00	14	\$416.00
15	\$420.00	15	\$432.00	15	\$444.00
16	\$448.00	16	\$460.00	16	\$472.00
17	\$476.00	17	\$488.00	17	\$500.00
18	\$504.00	18	\$516.00	18	\$528.00
19	\$532.00	19	\$544.00	19	\$556.00
20	\$560.00	20	\$572.00	20	\$584.00
Permit: \$12.00		Transit Letter: \$4.00			

5 IMPORTANT NOTICE

For will call or in person re-files, please go directly to the security desk and inform the guard you represent a funeral home/cemetery/mortuary. The Security Guard will direct you to our office.

6 OUR CONTACT INFORMATION

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 1947 Center Street, 1st Floor Berkeley, CA 94704
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 Telephone: (510) 981-5320, Fax: (510) 981-5395
 Website: <https://berkeleyca.gov/city-services/birth-death-certificates>