

Apply in Person

We offer same-day service for eligible applicants requesting certified copies from all 4 of our locations

At our office, please be prepared to:

1. Complete and sign an application
2. Provide your current and valid government-issued photo ID with your signature
3. Provide any additional factual documentation to prove relationship or eligibility as required
4. Appropriate fee
5. Sign your application and provide a reliable phone number

Note: We will not be able to provide same-day service for ineligible applicants or for applicants who do not have valid, signed, government-issued photo ID.

Apply by Mail

The average processing time for applications submitted through the mail is five business days from the date received by MCOVR.

Visit www.MaricopaVitalRecords.com to download applications/forms and for information in obtaining a Vital Record via mail.

Expedited Service

VitalChek, Inc. is an independent company the state has partnered with to provide online ordering. Additional fees apply much like a UPS or FedEx service.

The same rules and requirements concerning eligibility and possible required documents and fees apply when making a request.

VitalChek, Inc. accepts major credit cards including American Express, Discover, MasterCard, and Visa.

Fees:

Certified Copy \$20.00
Correction/Amendment \$ 30.00

Acceptable Forms of Payment

Money Order
Cashier's Check
Visa**
American Express**
Discover**
Mastercard**

**Credit card holder's valid government-issued, signed photo ID is required



Mailing Address

Maricopa County Public Health
Office of Vital Registration
P.O. Box 2111
Phoenix, AZ 85001

www.MaricopaVitalRecords.com



Office of Vital Registration

4 Locations Valleywide

SAME DAY SERVICE

Central Valley
3221 N. 16th St., Ste. 100
Phoenix, AZ 85016

East Valley
331 E. Coury Ave.
Mesa, AZ 85210

West Valley
1850 N. 95th Ave., Ste. 182
Phoenix, AZ 85037

Northwest Valley
8088 W. Whitney Dr., Ste. 2A
Peoria, AZ 85345

Hours of Operations

Mon, Tues, Thurs, Fri: 8:00 am – 4:30 pm
Wednesday: 9:00 am – 4:30 pm

How to Apply

Certified Copy of
Arizona Death Certificate

Who is Eligible to Apply

Who is Eligible to Receive a Certified Copy of An AZ Death Record (A.A.C. R9-19-314)

Arizona is a "closed record" state. That means that vital records are not public records.

Arizona law identifies those who are eligible to receive a certified copy of an Arizona death record.

Who is Eligible:

1. A **funeral director representing one of the following** in a final disposition of the deceased individual's human remains, *within 12 months after the registration* of the deceased individual's death:
 - a. The **deceased individual** through a prearranged funeral agreement, as defined in A.R.S. § 32-1301;
 - b. The **deceased individual's spouse**;
 - c. The **deceased individual's parent, grandparent, or adult child, grandchild, brother, or sister**; or
 - d. **Another person who is responsible for the final disposition** of the deceased individual's human remains according to A.R.S. § 36-831
2. The **surviving spouse of the deceased individual**
3. A **parent or grandparent of the deceased individual**
4. An **adult child, grandchild, brother, or sister of the deceased individual**
5. A **person designated in a power of attorney, established by** the deceased individual's parent according to A.R.S. § 14-5104 or 14-5107
6. **Another person who is responsible for the final disposition** of the deceased individual's human remains according to A.R.S. § 36-831
7. A **person named in the deceased individual's last will and testament as the executor** of the deceased individual's estate
8. A **person named as a beneficiary of a life insurance policy** on the deceased individual
9. A **person designated in a court order to receive a certified copy** of the deceased individual's certificate of death registration
10. A **person authorized in writing to receive a certified copy** of the deceased individual's certificate of death registration **by a person who is eligible** to receive a certified copy of the deceased individual's certificate of death registration according to (2), (3), (4), or (5)
11. An **insurance company with which the deceased individual had a policy**
12. A bank, a credit union, a mortgage lender, or another **financial institution** with which the **deceased individual had an account or other business relationship**
13. A **hospital or other health care institution processing a claim against the deceased individual's estate**
14. Another **person having a claim against** the deceased individual's **estate**

15. An **attorney representing a person who is eligible to receive** a certified copy of the deceased individual's certificate of death registration
16. The **consulate of a foreign government representing a person who:**
 - a. Is eligible to receive a certified copy of the deceased individual's certificate of death registration according to (2), (3), (4), or (5)
 - b. Is a citizen of a foreign country; and
 - c. Resides in the foreign country
17. The **governmental agency processing:**
 - a. A financial claim, a governmental benefit application, or
 - b. Another form of compensation on behalf of the deceased individual or
 - c. The deceased individual's estate or
 - d. Having another official purpose for a certified copy of the deceased individual's certificate of death registration

Only persons 18 years of age or older may obtain a certified copy of a death certificate.

Presenting Documentation and Forms of ID in Languages Other than English

An applicant presenting documents from a foreign country as proof of relationship or proof of eligibility must provide certified copies of the documents. Photocopies are not acceptable. The applicant must also provide a certified translation of the documents.