

How to Order a Death Certificate By Mail

1. Print and Complete the Application.
2. Print and Complete the Notarized Proof of Identification Form.
3. Make necessary copies of Approved Identification.
4. Include Payment by Money Order (made payable to "City of Houston").
No checks accepted. Do not send credit card information.

Fees:

- Each search and/or Certified Copy of a Certificate of Death: \$21
- Each additional Certified Copy of the same death record ordered at the same time: \$4

5. Mail all documents to:

Bureau of Vital Statistics,
8000 North Stadium Drive
Houston, TX 77054

IMPORTANT NOTICE

Effective September 1, 2015 - Senate Bill 200, Article 5 amended Section 191.0031 of the Texas Health and Safety Code (HSC) to state that the state registrar or a local registrar may not issue a certified copy of a record to a person who has applied for the record by mail unless the person has provided notarized proof of identity. In accordance with HSC §191.0031, City of Houston, Vital Statistics Mail-In Request will be amended to require applicants provide a notarized proof of identity. The Application and Notarized Proof of Identification are two separate forms and both must be submitted along with the photo identification. Applications without photo ID and the attached sworn statement will not be processed. State law requires that any time a search for a certificate is conducted and it is not found, a "SEARCH FEE" equal to the certificate fee will be charged. Search fees are not refundable or transferable.