



**PUTNAM MUNICIPAL COMPLEX  
TOWN CLERK  
200 School Street  
Putnam, CT 06260  
(860) 963-6807**



**REQUEST FOR CERTIFIED COPY OF DEATH CERTIFICATE FROM THE TOWN**

*All issued Death Certificates are certified with a raised seal.*

<b>PLEASE PRINT</b>		
<b>Full Name of Deceased:</b> (First, Middle, Last):		<b>Date of Death:</b> (Month/Day/Year):
<b>Town of Death:</b>	<b>Date of Birth</b> (Month/Day/Year):	<b>Place of Birth</b> (Town, State or Country):
<b>Father's Name:</b>	<b>Mother's Name:</b>	<b>If Married, Spouse's Name:</b>

**Person Requesting the Death Certificate:**

**Name:** \_\_\_\_\_  
                                     First  Middle  Last Name

**Address** \_\_\_\_\_  
                                     Number                                    Street                                    Town/City                                    State                                    Zip Code

(\_\_\_\_\_) \_\_\_\_\_ **Relationship To Deceased: \*** \_\_\_\_\_  
 Telephone No.                                    E-Mail Address (optional)

**Signature:** X \_\_\_\_\_

Intended Use of Certified Copy (e.g. Benefits, Genealogy, etc.)

**\* Note:** Per CT law (C.G.S. §7-51A), for deaths occurring on or after July 1, 1997, only the Funeral Director and the surviving spouse or next of kin may obtain a copy of the death certificate with the decedent's Social Security number listed on the death certificate. All other requesters will receive a certified copy without the decedent's Social Security number.

**If eligible, do you want the decedent's Social Security number on the copy of the certificate?** No: \_\_\_ Yes: \_\_\_  
 If "Yes," please submit a copy of their ID along with proof of relationship to the deceased such as a birth certificate or marriage license.

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**The fee for the certified copy of a Death Certificate from the Town is \$ 20.00 per copy. Personal checks are not accepted. Cash is accepted in the office as well as credit cards with an additional \$2.50 credit card processing fee.**

**# of Copies Requested:** \_\_\_\_\_ **x 20.00 = Amount Enclosed: \$** \_\_\_\_\_

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**When mailing this request to the Putnam Town Clerk's Office, include the following items:**

1. Original application form
2. Money order for total copies requested
3. Self-Addressed Stamped Envelope
4. Photocopy of Current Photo I.D.
5. Proof of relationship if Social is requested