

**CITY OF PORTSMOUTH, NEW HAMPSHIRE  
DEATH CERTIFICATE APPLICATION**

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**INSTRUCTIONS:**

1. Print the application to complete.
2. Please make sure all information is complete, legible, and sign the application.
3. Enclose a photocopy of picture identification (driver's license, passport or other picture identification) in the absence of acceptable picture identification you must complete the form "Documentation Evidence for Individuals not Possessing an Acceptable Picture Identification."
4. Enclose a check or money order made payable to the City of Portsmouth for **\$15.00** for the first copy and **\$10.00** each additional copy. (**PLEASE NOTE: Fees increased effective July 1, 2010**)
5. Include a self addressed stamped envelope for the return of the certificate.
6. Mail your request to: OFFICE OF THE CITY CLERK, 1 Junkins Avenue, Portsmouth, NH 03801
7. **Requests without positive identification will be returned without having been processed.**

**PLEASE TYPE OR PRINT**

Name of Deceased (First, Middle, Last): \_\_\_\_\_

Date of Death (Month, Day, Year): \_\_\_\_\_

Place of Death (City or Town): \_\_\_\_\_

Purpose for which the certificate is requested: \_\_\_\_\_  
(Example: records, genealogy, insurance, legal, estate settlement)

Name and Address to send certificates: \_\_\_\_\_  
\_\_\_\_\_

Telephone/Email Address (in case we need to contact you): \_\_\_\_\_

Your Signature: \_\_\_\_\_ (all unsigned requests will be rejected)

Relationship to Registrant: \_\_\_\_\_ (see below)

The following stipulations apply your relationship to the individual:

- ☞ Records before 1957 are public record and familial relationship is not required.
- ☞ Records after 1957 must have a familial relationship of mother, father, brother, sister, uncle, aunt, niece, nephew, grandparent, and step parents.

*A fee of **\$15.00** is required by law for the search of the file for any one record.*

NOTICE: Any person shall be guilty of a Class B Felony if he/she willfully and knowingly make any false statement in an application for a certified copy of a vital record as per RSA 126:24.

If you should have any specific questions regarding this application, please contact the Office of the City Clerk at the telephone number listed or via e-mail. (Rev. 07/01/2010)

**Thank you for visiting [www.cityofportsmouth.com](http://www.cityofportsmouth.com)**