

CERTIFIED COPIES OF THE DEATH CERTIFICATE

After the vital statistic information is obtained and entered electronically, the death certificate is sent to the physician or medical examiner for signature. Upon completion, it is transferred to the county vital records office where the certified copies are processed. On average this usually takes 5-7 days (sometimes up to 6 weeks when there has been an investigation, autopsy or the medical examiner is signing). Certified copies of the death certificate are originals having the seal of the governmental office in charge of vital statistics, and are usually required by many organizations. *The cost of the certified copies of the death certificates varies by county.* We order the original death certificates on your behalf. We do not charge an extra fee to assist you in obtaining them. You may also obtain them by going to the local registrar's office. You can call us to verify the location of the registrar's office where the death certificate was filed.

YOU WILL NEED CERTIFIED COPIES FOR THE FOLLOWING

Use this information to determine the number of certified copies you will need

___ INSURANCE POLICIES – Most insurance companies require one for each policy. It is best to consult your particular insurance agent.

___ CREDIT LIFE INSURANCE-It is best to contact the lending institution for information and help. Some credit cards have credit life; it is best to investigate this possibility.

___ EMPLOYER BENEFITS-Employers should be contacted as to the number of certificates they will require to help you with pensions, insurance and other benefits.

___ VEHICLE TITLES-You should consult a License Service for help and information. Usually one per title.

___ REAL ESTATE TITLES-You should consult your attorney or realtor for help and information. Usually one per title.

___ STOCKS & BONDS-You should consult your broker for help and information

___ INCOME TAX RETURNS-The Internal Revenue Service informs us that an original Death Certificate is needed in situations which a refund would be expected with the next filing.

___ FINANCIAL INSTITUTIONS-Normally in Illinois, Financial Institutions require an original Death Certificate, some will accept a photo copy.

___ ATTORNEY-Many times your attorney may be able to help you with processing probate claims and other legal matters. He/She most often will require a Death Certificate to initiate these matters.

___ UTILITIES-Many utility companies require a Death Certificate in order to cancel or change information on accounts. It is best to consult with them for assistance or ask if they accept a photo copy.

___ **TOTAL NUMBER NEEDED**

SOCIAL SECURITY ADMINISTRATION does not typically require an original Death Certificate. We notify Social Security, and suggest you call them to assist them with any further information they may require. See the Social Security Information Sheet.