

**PLEASE FOLLOW THESE STEPS WHEN COMPLETING THE DEATH RECORD APPLICATION:**

1. Complete Death Information in box at top of page.
2. Select how many copies you want and whether you are requesting  
“without the cause of death” or “with the cause of death”
3. Check your relationship (tangible interest) to the decedent.
4. Person completing the application must complete box at the bottom of the page.
5. Applicant must sign their signature in front of a notary public and have document notarized.
3. Applicant must attach a clear photocopy of their VALID driver’s license or state issued picture ID card.
4. Make money order or cashier’s check payable to: Wadena County Recorder  
\$13.00 for a certified copy of a death record  
For each additional copy of the same death certificate \$6.00 (=\$19.00 two certified copies of same record)
5. Mail to: Wadena County Recorder  
415 Jefferson Street South, Room 220  
Wadena, MN 56482

*If you need the death record expedited, please enclose a prepaid, self-addressed priority mailer.*

*If you have any questions, please contact our office at 218-631-7622. Thank you!*



## Death Certificate Application

The information requested on this application is required by Minnesota Statutes, section 144.225, subdivision 7 and Minnesota Rules, part 4601.2600. If you do not complete all fields, the application may be returned.

Death Record Information		
First Name	Middle Name	Last Name
Date of Death	Date of Birth or Age	City and County of Death
Mother's Name	Father's Name	Spouse on Record (if any)

**Please check one of the following:**

- I would like a death certificate with cause of death information
- I would like a death certificate **without** cause of death information (only available for records 1997 to present)

Requester Information					
Name				Date of Birth	
Mailing Address - Street			Apt/Unit #	City	State ZIP
Daytime Phone			Email		

**What is your relationship to the subject of the record (tangible interest)? You must check one.**

- I am the child of the subject
- I am the parent of the subject
- I am the sibling of the subject
- I am the spouse on the record
- I am the grandparent of the subject
- I am the grandchild of the subject
- I am the party responsible for filing the death record
- I am a personal representative and the certified copy is required for the administration of the estate
- I am a successor of the subject as defined in Minnesota Statutes, section 524.1-201 and the certified copy is required for the administration of the estate
- I am a trustee of a trust and the certified copy is required for the proper administration of the trust
- I have documentation that the record is necessary for the determination or protection of personal or property rights (**you must submit documentation showing this relationship**)
- I represent an adoption agency and the record is needed to complete a confidential post-adoption search (**you must include a copy of your employee ID**)
- I am an attorney and I have attached proof of my licensure
- I am presenting your office with a court order issued by a court of competent jurisdiction (**this must be a certified copy**)
- I represent a local, state or federal governmental agency and the record is necessary for the governmental agency to perform its authorized duties (**you must include a copy of your employee ID**)
- I am a representative authorized by a person listed above (**you must include a notarized statement from a person listed above**)

**Signature and Notary (application must be signed in front of a notary if applying by mail, fax, or email)**

*I certify that the information provided on this application is accurate and complete to the best of my knowledge.*

Requester Signature	
Signed or attested before me on: _____ day of _____, 20_____	Notary Stamp/Seal
Notary Public Signature	
My Commission Expires:	

**PENALTIES:** Any person who willfully and knowingly provides false information for a certified vital record may be sentenced up to 1 year in jail or a fine of up to \$3000 or both (Minnesota- Statutes, section 144.227 and section 609.02, subdivision 3 and 4).