



CITY OF TROY | CITY CLERK'S OFFICE | 500 WEST BIG BEAVER | TROY, MI 48084
248.524.3316 | FAX: 248.524.1770 | E-MAIL: CLERK@TROYMI.GOV

Death Certificate Request (Certified Copies)

Send Application & Payment to Above Address or Appear in Person at the City Clerk's Office.
Hours: 8:00 AM - 4:30 PM, Monday - Friday

PLEASE PRINT INFORMATION IN INK.

Full Name of the Deceased _____

Birth Date of the Deceased _____

Death Date _____

Issue Copies To: Name _____
 Address _____
 City/State/Zip _____

Daytime Phone Number _____

Applicant's Driver's License Number _____

Applicant's Relationship to Deceased _____

The above information is true and accurate to the best of my knowledge.

Number of Copies _____ Applicant's Signature _____

ACCEPTABLE METHODS OF PAYMENT

Requests by Mail: Please submit CHECK or MONEY ORDER payable to CITY OF TROY.

You may EMAIL the documents to clerk@troymi.gov AND pay by CREDIT CARD online at www.troymi.gov/ClerkOnlinePayments

Requests in Person: CASH, CHECK, MONEY ORDER, VISA/MASTERCARD.

CLERK'S OFFICE USE ONLY

FORM OF PAYMENT _____

LOCAL FILE NUMBER _____

CHECK NUMBER _____

DATE COPIES ISSUED _____

AMOUNT ENCLOSED _____

EMPLOYEE INITIALS _____

RECEIPT # _____

See reverse side for postage options and fee calculations.

Please check the number of copies requested and the shipping method you desire:

<input checked="" type="checkbox"/>	Number of Copies	Fee Owed
	1	\$ 15.00
	2	\$ 20.00
	3	\$ 25.00
	4	\$ 30.00
	5	\$ 35.00
	6	\$ 40.00
	7	\$ 45.00
	8	\$ 50.00
	9	\$ 55.00
	10	\$ 60.00
	First Class Mail	No Charge
OR	U.S.P.S. Certified Mail/Return Receipt	Add \$ 8.10
OR	U.S.P.S. Express Mail	Add \$ 28.75
	Your Total:	

Payment Options

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In Person: CASH, CHECK, MONEY ORDER, VISA/MASTERCARD.

Shipping Options

First Class Mail: This shipping option is free of charge and should arrive in seven (7) to ten (10) business days.

U.S.P.S. Certified Mail / Return Receipt: This service offers delivery security in the way of an article tracking number. An adult signature is required at the time of delivery for this service. The signed card is returned to our office after delivery. Articles are sent First Class Mail and should arrive in 7 to 10 business days. The fee for this service is **\$8.10**. This option is available for orders within the continental U.S. only.

U.S.P.S. Express Mail: This service guarantees delivery 1 to 2 business days after mailing. A tracking number is available to track the article online. The fee for this service is **\$28.75**. Please allow 1-2 business days to process your request.