

Donna Lent, Town Clerk

TC-02 Rev.6/20

Lauren Thoden, Deputy Town Clerk
One Independence Hill, Farmingville, NY 11738 (631)
451-9101 FAX: 451-9264

DEATH CERTIFICATES

The Brookhaven Town Clerk's Office maintains death records for individuals who passed away in the Town of Brookhaven, including deaths that occurred in Port Jefferson through December 31, 1963, and in the Villages of Lake Grove and Mastic Beach to the present. Any deaths that occurred in the Village of Port Jefferson from January 1, 1964, through the present are on file with the Village Clerk of Port Jefferson (631) 473-4724.

The only individuals eligible to obtain a death certificate include:

- The surviving spouse of the decedent.
- A parent of the decedent.
- A child or sibling of the decedent. In addition to the photo ID requirement listed below, a child or sibling of the decedent must also include a copy of his/her birth certificate that lists the parent(s).
- An individual with notarized authorization from a person who is entitled to the certificate. If the applicant has notarized authorization to obtain the record on behalf of an eligible individual, the original notarized statement must accompany the request.
- Other individuals who have a:
 - Documented lawful right or claim. An example of a lawful right or claim would be if an applicant needed the death certificate to claim a benefit. Documentation would consist of a letter from the agency addressed to the applicant stating the requirement of a certified death certificate to process the claim. The certificate will be sent directly to the agency or company that requires the document. Please provide the address and name of a contact person.
 - New York State Court Order
- If the applicant's last name on the ID differs from the decedent's name or from the applicant's birth name, please provide a copy of the applicant's marriage certificate, legal name change paperwork, citizenship paper or naturalization paper.

Identification Requirements: Applications must be submitted with a copy of one of the following forms of valid photo ID:

- Driver's license
- DMV issued non-driver photo ID card
- Passport
- US Military ID
- Permanent Resident Card
- Employee ID with a recent pay stub
- Two (2) utility or telephone bills dated within the last six (6) months.

ANY REQUESTS FOR A CERTIFICATE TO BE MAILED TO A POST OFFICE BOX OR TO A THIRD PARTY MUST BE NOTARIZED.

Fee: \$10.00 per certified copy requested. Payment may be made by check or money order payable to "Donna Lent, Brookhaven Town Clerk".



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Applicants should mail the completed application to Brookhaven Town Clerk's Office (see attached instructions for additional information or visit www.brookhavenny.gov). Required ID, documents and fee must be submitted with application. Fee: \$10 per copy or No Record Certification. Make check or money order payable to Donna Lent, Brookhaven Town Clerk. Please do not send cash or stamps.

Form with sections: CERTIFICATE INFORMATION (1-10) and APPLICANT INFORMATION (11-20). Fields include Name of Deceased, Date of Death, Birth Date, Birth Name of Parents, Place of Death, Purpose for Which Record is Required, Relationship to person whose record is required, Signature of Applicant, Name and Address of Applicant, Telephone No. of Applicant, No. of Copies Requested, and Amount Enclosed.