



Vital Records Death Application

A photocopy of a current government, school or employer photo identification of the applicant must be submitted with all requests.
Applications without proper identification will be returned unprocessed.

Name of applicant: _____ Day phone number: _____

Address: _____

City: _____ State: _____ Zip code: _____

Email address: _____

Note: Mail from Vital Records will not be forwarded by the USPS.

Address certificate to be mailed to if different than applicant's address:

Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Your relationship to person named on the certificate. (Check one - will be used to determine entitlement)

Family member (specify) _____

Legal Guardian Legal representative (for whom?) _____

Other (specify) _____

For what purpose are you requesting this certificate? _____

By signing this application, I understand that making a false application for a vital record is a felony under state law.

Signature of applicant: _____

INFORMATION FOR DEATH CERTIFICATE BEING REQUESTED:

Name of deceased: _____
First Middle Last Suffix

Date of death: _____ Sex: _____ Age at death: _____ City/County of death: _____

FEES

SEARCH FEE: A \$12 "search fee" is required by SC Law Section 44-63-110. The \$12 search fee is non-refundable. The required search fee includes one (1) certification, if record is located. Additional copies purchased at the same time are \$3 each. Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DHEC. Onsite customer service also accepts credit and debit cards and cash.

Specify type of certification: Death Long Death Short Death Statement

Required Search Fee (Non-refundable, Includes one copy if found)..... \$12.00 \$12.00

Each additional copy of type specified above..... x \$ 3.00 _____
Number of additional copies

Total fees submitted: _____

Send completed application to: SC DHEC – Vital Records, 2600 Bull Street, Columbia, SC 29201

Along with completed application, be sure to include payment and photocopy of proper identification.

OFFICE USE ONLY SFN: _____ DCN: _____

Vital Records Application for Death Certificates

Instructions and Information

Information

DEATHS – SC Law did not require the filing of records until January 01, 1915. No death record on file at SCDHEC are available for public viewing.

A death record becomes public record fifty (50) years after the date of death. Non-certified copies of public death records are issued unless a certified copy is specifically requested. The \$12 "search fee" is required for each request of a public death record.

Death records are available for public viewing fifty (50) years after the date of death ONLY at the SC Department of Archives and History, 8301 Parklane Road, Columbia, 29223, website: <http://archives.sc.gov>.

TURNAROUND TIME – The usual turn around time for 'waiting' on-site customers is approximately thirty (30) minutes, excluding amendments, during non-peak hours (8:30 am - 11:00 am and 2:00 pm - 4:00 pm). The usual turn around time for "mail" requests is approximately 2-4 weeks, excluding amendment processes, from the date of receipt.

If it has been more than four (4) weeks since you submitted your request, excluding amendments, call (803) 898 3630 to determine the status.

IDENTIFICATION – A valid/current government, school or employer issued photo identification document of the **applicant** is required before a search of the records will be conducted. Requests that do not contain proper identification will be returned unprocessed. Acceptable documents are:

1. Any United States' DMV Office issued picture identification i.e. Driver's License, ID card, Learner's Permit (unexpired)
2. Current school or employer picture identification card
3. Military card (unexpired – active duty or retired member)
4. United States Passport (unexpired)
5. Foreign Passport (unexpired)
6. Re-Entry Permit (I-327 – unexpired)
7. Refugee Travel Document (form I-571 – unexpired)
8. United States Citizen Identification Card (form I-197)
9. Temporary Resident Card (form I-688 – unexpired)
10. Permanent Resident Card (form I-551 – unexpired)
11. Weapon or gun permit issued by federal, state or municipal government (unexpired)

Website – www.dhec.sc.gov/vr provides additional information on SC Vital Records.

PAYMENT – Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DHEC. Onsite customer service also accepts credit and debit cards and cash.

SEARCH FEE – A \$12 "search fee" is required by SC Law Section 44-63-110. **The \$12 search fee is non-refundable.** The required search fee includes one (1) certification, if record is located. If additional copies of the same type certification are ordered at the same time, additional copies are \$3 each.