



## **CITY OF GLEN COVE**

City Hall  
9 Glen Street  
Glen Cove, NY 11542-4106

### **How to Obtain a Death Certificate by Mail**

**Death Certificates can only be issued to: Parents, child, spouse or siblings of the deceased.**

Send a letter with the following information:

- Name of the deceased
- Date of Death of the deceased
- Date of birth of the deceased
- Father's name and Mother's name of the deceased
- Your relationship to the deceased
- Reason why you need this certificate.
- Sign this letter and include your daytime telephone number.

Send the following documents with the letter:

- **Copy of your valid driver's license or non-Driver's I.D. Card or Passport** (if sending a copy of your passport you must include a current utility bill showing your name and current address).
- **If requesting a parent or sibling's death certificate** – A Copy of your Birth Certificate showing parent names.
- **If your name is a married name**, send a copy of your marriage license showing that your name changed from the maiden name to your married name.
- **Money Order** for \$10.00 per copy – Payable to the City of Glen Cove
- **Self-Addressed Stamped Envelope** – The address on this envelope must match the address on your license. If it does not match, send a current utility bill showing your name and current address.
- **We cannot mail to a P.O. Box.** If your address is a PO Box # - and you want the document sent to it. **[Include a notarized signed statement that this P.O. Box is the address you would like it mailed to.]**
- Mail to the address listed above – Attention: City Clerk